

**IMPORTANT:** Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.



## AGENDA FOR REGULAR MEETING

### ASHLAND PARKS & RECREATION COMMISSION

March 26, 2018

Council Chambers, 1175 E. Main Street

7:00 p.m.

#### CALL TO ORDER

##### I. APPROVAL OR ACKNOWLEDGEMENT OF MINUTES

- a. Lithia Park Master Plan Committee—December 6, 2017
- b. Special Meeting—February 5, 2018
- c. Ad-Hoc Senior Program Advisory Committee—February 12, 2018
- d. Study Session—February 12, 2018
- e. Trail Master Plan Committee—February 23, 2018
- f. Regular Meeting—February 26, 2018
- g. Trail Master Plan Committee—March 9, 2018

##### II. PUBLIC PARTICIPATION

- a. Open Forum

##### III. ADDITIONS OR DELETIONS TO THE AGENDA

##### IV. UNFINISHED BUSINESS

- a. ASPAC Recommendations (Information / Action)
- b. Senior Services Program Budget (Information / Action)
- c. Lithia Park Master Plan Update (Information)

##### V. NEW BUSINESS

- a. Request from Siskiyou Challenge for Amplification at Lithia Park Reservoir (Action)
- b. Briscoe School Park Acquisition (Action)
- c. Selection of ACAG Committee Staff Representatives (Action)

##### VI. SUBCOMMITTEE AND STAFF REPORTS

- a. Annual Volunteers in Parks (VIP) Presentation (Information)

##### VII. ITEMS FROM COMMISSIONERS

##### VIII. UPCOMING MEETING DATES

- a. Study Session—April 16, 2018
  - The Grove, Otte-Peterson Room, 1195 E. Main Street—5:30 p.m.
- b. Regular Meeting—April 23, 2018
  - Council Chambers, 1175 E. Main Street—7:00 p.m.

##### IX. ADJOURNMENT

City of Ashland  
PARKS AND RECREATION COMMISSION  
Lithia Park Master Plan Meeting Minutes  
December 6, 2017

**SUB-COMMITTEE MEMBERS PRESENT**

- Rick Landt, APRC Commissioner
- Matt Miller, APRC Commissioner

**MIG CONSULTING TEAM MEMBERS PRESENT**

- Lauren Schmitt, ASLA, AICP, Principal-In-Charge
- Laurie Matthews, ASLA, Project Manager
- Dennis Meyer, ASLA, LEED AP, Landscape Architect
- Melissa Erikson, RLA, ASLA, Landscape Architect / Site Assessment
- Dean Apostol, Environmental Planner / Restoration Ecologist
- Casey Howard, ASLA, Landscape Designer

**MIG CONSULTING TEAM PARTNERS PRESENT**

- David Goram, PE, Water Resources Specialist / Ecological Engineering, LLC
- Kerry KenCairn, RLA, Landscape Architect / KenCairn Landscape Architecture
- James (Jim) Love, RLA, Landscape Architect / KenCairn Landscape Architecture
- Danelle Pruett, CPESC, Civil Engineer / KPFF Consulting Engineers
- Stuart Finney, PE, SE, LEED AP, Structural Engineer / KPFF Consulting Engineers
- Jack Williams, Fisheries Biologist / Environmental Consultants

**APRC STAFF PRESENT**

- Michael Black, Director
- Jeffrey McFarland, Interim Parks Superintendent
- Rachel Dials, Recreation Superintendent
- Betsy Harshman, Administrative Analyst
- Bill Miller, Western Division Supervisor
- Jason Minica, Forestry, Trails and Open Space Supervisor
- Dorinda Cottle, Promotions Coordinator
- Joe Hyde, Lithia Park Maintenance Manager

**ABSENT:**

- None

**GUESTS:**

- JoAnne Eggert
- Gwynnevere Black

**I. CALL TO ORDER**

Director Black called the meeting to order at 8:51 a.m. in the Lithia Park Admin Office conference room located at 340 S. Pioneer Street, Ashland, OR.

## II. PUBLIC PARTICIPATION

JoAnne Eggers attended and participated throughout the day.

## III. ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

## IV. UNFINISHED BUSINESS

There was none.

## V. NEW BUSINESS

### a. Project Background and Site Introduction (APRC Director)

Director Black welcomed participants and said how exciting it was to finally be starting this important project. He shared a newspaper article about the Lithia Park Master Plan and noted the accuracy of a quote by MIG project manager, Laurie Matthews that read: "Our team is honored to be helping the community envision what the next 100 years will look like. To that end, we are not focused on proposing major new changes but enhancing what resonates and changing things that will benefit the character and health of the park."

### b. Project Introduction – MIG

#### 1. Project Goals and Approach

Matthews explained that the information gathered during the day's planned site tour sessions would help to form the foundation report, one of MIG's next deliverables in the master planning process. She encouraged their team to tap APRC resources and added that it was critical to understand the park like APRC does to be helpful in looking toward the future.

Matthews said they expected to uncover a whole host of people with a special interest or knowledge of the park. Schmitt added that local partners were a great resource because even with the list that's been developed, others are likely out there. Matthews said that if there are recommendations of people with certain expertise, let MIG know and they will determine the best way to reach out to them.

Landt said there were several groups with interest in the master plan including those from SOU, the high school and grade schools. He asked if MIG would be providing information that he and fellow commissioner Miller could use as a tool kit when reporting information to these types of groups. Schmitt said they had started working on materials to include in the next iteration of the public engagement plan.

#### ii. Project Schedule and Engagement Plan:

Black suggested highlighting the public engagement dates on the schedule and posting them to the website. Schmitt said once timing for design week was established, the schedule would be publicized. Matthews added that once MIG completed new iterations to the public engagement plan, it would be distributed to the group for feedback.

#### iii. Communication Guidelines:

Eggers asked where the best place would be to find out about meetings. Cottle said meetings were posted on the web at [ashland.or.us/lithiaparkmasterplan](http://ashland.or.us/lithiaparkmasterplan) and that there were also links to it from hot topics on the City home page, the Parks home page, the About Parks home page and the

Lithia Park home page. There were also posts on Facebook. Cottle said she would look into creating a dropdown menu for meetings and adding a hot topics section to the Parks home page. Schmitt asked if anyone had thought about buying a domain name. Miller said he thought it would be a great solution. Black agreed to look into it and stated “our goal is to be as transparent as possible and get the word out.”

Matthews said she wanted to make sure everyone felt comfortable contacting anyone on their team so the information was free flowing. When emailing anyone on their team, Matthews and Schmitt said they would like to be cc'd to make sure there was always someone within range who could respond. Matthews often worked in remote areas of national parks, such as Yosemite and Denali, where she might not have coverage at all. Schmitt said that with such a high-profile project, things were likely to come up that were time sensitive.

Black pointed out some key staff members with APRC including Rachel Dials for recreational programming; Bill Miller and Hyde for both of the duck ponds, the irrigation and their knowledge of the many challenges being faced in Lithia Park; Minica and McFarland who were experts in forestry (McFarland was also on staff during the '97 flood) and Cottle who was responsible for promotions.

## **VI. SITE TOUR PART I**

Landt asked for clarification of the site tour area and if the swimming reservoir and Calle Guanajuato would be included. Black said he thought it would be best to cover the main sections of the Park and then if anyone wanted to see something more specifically, APRC staff would be available throughout the following day.

The Calle was previously studied so it would not be included in the study. Black asked, however, that it be included in the maps drawn to show the connection. He said the Calle was a critical part of the park.

Participants were split into two groups and led on walking tours by APRC staff, giving the consultant teams the opportunity to see Lithia Park through caretaker and stewards' eyes.

## **Lunch Break**

## **VII. SITE TOUR PART II**

Afternoon sessions gave each group the chance to complete their tours of the park.

## **VIII. OPPORTUNITIES AND CONSTRAINTS DISCUSSION**

Matthews explained that opportunities/constraints and programming had been broken up into two sections, with the realization that they would often overlap. Major discussion points and ideas were pooled and captured on flipcharts.

The location of the maintenance shop was discussed in both groups. Landt said an opportunity existed in the parking lot next to the maintenance shop, where more parking spaces could be achieved with a design change. Black agreed and added that probably 75% of the spaces were currently used by APRC staff. If the location of the shop was moved, the spaces probably wouldn't be used as much.

Schmitt said the location could be a potential site for a youth or activity center. Meyer added that an activity center would attract more people to the upper section of the park, possibly moving people from overused

areas. While observing from the hillside, he saw that the park was large and long and that the upper section might be a resource, currently unknown by many.

Black said the administrative office buildings and parking area should be evaluated to be determined if a few offices should remain there, if it made sense for the location of the big turnaround and if it was being used as the best use of space. In the past, it housed a museum and also served as a skills bank where people traded services, as described by Eggers. Black said he'd heard the living museum had a beehive surrounded by glass that could be seen into. Past ideas for the space had also included a wedding space, an interpretive center or partnering the office with another organization such as the Chamber (who at one point expressed interest).

Matthews said they wanted to generate as many ideas as possible and talk about options. During design week, MIG would put a range of ideas in front of the public for feedback.

Matthews asked if APRC had use of other buildings in the lower section of the park such as the Cabin (Pioneer Hall). Black said it was currently managed by APRC via Recreation Superintendent Dials and her staff. Additionally, it was used by the City as a homeless shelter three nights per week. APRC leased the Community Center from the City.

Landt expressed his view of the park and described that he saw different zones within it. The entryway was a hub and gathering area, with more activity and noise. When preferring more solitude and contemplation, he moved further into the park, knowing there were quieter and more natural feeling settings. Matthews agreed and said there was a noise or design component to look at where different areas had their own unique essence or spirit about them. She said it was important to capture those locations and determine their boundaries.

Black said that in his opinion, the areas in the upper park were not underused and he saw people walking through it and past his office all the time. Those people seeking a quieter experience and a different kind of use. When an activity center was brought up for the upper area, he questioned if it would be necessary. If considered, he felt it should be fully vetted in terms of whether it would enhance or change that area of the park.

McFarland said the upper park had less development and was more natural. The hardened walkways stopped near the turnaround above the upper duck pond; from there, the trails were chip barked. Most of the picnic areas were located above the upper duck pond and it was a different type of experience, especially when the lower park was being used for special events and Winburn was closed.

Schmitt talked about the hardened walkways in terms of their good points and bad points. She asked for thoughts about their locations and if there should be more or less of them. Were they in the right spots and where else might they be needed? Landt said they should be located for ADA accessibility and where people needed them, such as at the Bandshell and Butler-Perozzi Fountain. McFarland said he didn't know of any ADA-accessible trails from Granite Street down into the Bandshell area, and that the existing contoured walking trails were greater than 5%. Handicapped park users had to be dropped off below, on Winburn Way, with the majority of parking occurring above, in the neighborhoods.

Apostol asked if parking in the neighborhoods created a problem during special events and the response was yes, it became very crowded. Residents with on-street parking often found it difficult to park near their homes. Eggers suggested exploring creative ways of using Winburn Way that might be different but still in

character with the park, such as a shuttle service. Apostle said that closing Winburn Way and creating a shuttle service to move people was an idea that also created an opportunity. Realizing there would probably never be “enough” parking, if Winburn Way were turned into a one-way instead of a two-way street, parking could be generated on both sides of the street. Doing so would create enough spaces and allow removal of the ones that encroached on the creek.

Being that the master plan was a 100-year plan, Eggers encouraged thinking about a community that wouldn’t involve so many people in cars, taking climate change into consideration and planning for a community that did not depend upon individual private cars.

Bill Miller talked about care facility buses and vans transporting people through the park to see the blossoms in the spring and summer and the leaves turning color in the fall. Those vehicles traveled through the park at about five miles an hour, allowing passengers to view and enjoy the park in their own way.

Landt said he was very supportive of ADA compliance and wanted to make sure APRC offered the right amount of legal ADA access while keeping the character of the park in mind. Schmitt stated that the ADA laws were Federal civil rights laws that gave people choices and allowed park managers to respect the character of each individual space while providing equitable experiences for all park users. As an example, if picnic areas were provided, accessible equivalents must be provided for disabled persons. A variety of surfaces might be allowed in outdoor areas, not just concrete. She explained that with hiking paths, people needed to know what they were getting into. Signage would be needed to say, for example, that the trail had a 10% slope and gravel. This allowed users to choose, in advance, based on their abilities.

Hyde agreed with Meyer’s analogy of the park wherein it consisted of several rooms. Landt added that in addition to rooms, the park has “closets” where individuals or couples could have quiet moments for walking in and sitting on a boulder along the creek, in their own space. Matthews spoke of the kaleidoscope of journeys throughout the park, relating it to its linear shape along the creek, and said it was one of the things that kept people returning.

Landt requested a true, short brainstorming session in which ideas could be generated without any particular advocacy discussion. The following thoughts and ideas emerged:

- Shakespeare structure is a grand opportunity for the park’s front door
- Hierarchy of lighting styles throughout the park
- How are invasive species going to be dealt with?
- Increased activity in the form of a designated outdoor wedding venue
- Close Winburn Way from the turnaround to the Bandshell
- Designated bird watching area
- Policies related to alcohol in the park and memorials
- Stormwater runoff management
- Location of bear-proof trash cans
- Various design standards including surfaces for cans and benches
- Drinking fountain access
- Abandon or fix fountains; provide the right number of strategically placed fountains
- Design standards for park furniture, signage, picnic tables and trash cans
- Integration of the Butler-Perozzi Fountain
- Forest maintenance monitoring; add to the diversity

- Signage guidelines
- Rose garden and fence
- Tree replacement program
- Riparian zone policy design and spacing standards as far as planting, width and species, replacement and enhancement
- “Creek friendly” creek access
- Creek access and non-creek access
- Repurpose volleyball court
- Turn old maintenance shop into a coffee kiosk or ice cream shop
- More permanent, year-round structure for the ice rink, restroom, support building
- Safety in terms of vegetation management (homelessness and potential for hiding things)
- Deer
- Come up with a way to get more flowers back in the park
- Dog hours to run off deer
- Flood resiliency management and planning
- Provide flood planning
- Let the creek go where it wants to go
- The upper park is a series of rooms, entryways, duck grass, playground, then all of a sudden, you’re in the woods and not in rooms anymore. The middle part of the park has nooks and crannies. Different things are happening but they’re not organized in a logical way; not sure if this is good or bad. Is there a better transition of spaces?
- Hierarchy of spaces
- For events near the Bandshell – provide a group space hardscape area
- Is the Bandshell a keeper? – YES!
- How to move dogs around the park
- Determine what should be hardscaped and softscaped everywhere in the park
- Hardscape the front of the park, maybe by the flood wall, and possibly put vendor spacing there
- Design standards for everything
- Improve pedestrian connectivity to Granite Street
- Hardscape issue is important – high usage events, i.e., after 4<sup>th</sup> of July, 20,000 people hammer the lawn
- The bluff is an untapped resource
- Reclaim the entry where the maintenance shed is
- Restore the stream and associated wetlands to maximize habitat for fish. Enhance the side channel habitat and associated wetlands to get a higher diversity.
- Invasive species, especially ground cover – find a functional native species to replace them.
- Wildland fire – appears to be a non-issue as it’s an ongoing maintenance issue.
- Standardize/revamp restroom facilities and reconsider locations
- Fire pits and BBQs = standards and policies
- Plan Nutley and Granite triangular parcel
- Tree replacement policy and preservation of open spaces
- 100-year plan for the Sycamore Grove
- Japanese Garden concerns about direction for growing the garden
- Lawn assessment
- Water conservation
- Leaf fall management

- Trail surface management – granite and mulch, is it a run-off problem for the creek?
- Integrated pesticide management program needs to be considered
- Boulders are beautiful
- Black Oak leaves
- Sequence, transition and journey
- Revenue opportunity – memorial wall or brick walkway
- Tree replacement plan and climate change model built into it
- Designing for reduced water consumption
- Resource management in general
- Limited staff in terms of maintenance
- Using sustainable energy
- Electric vehicles
- Consider “fire wise” structures
- Consider “fire wise” plantings
- Entryway signage
- More yes signs than no – more positive
- Incorporate climate, energy and action plan
- Assess flood wall
- Understand future trends moving forward
- Addition of sidewalks on Granite and the perimeter of the park
- Look at “steps to nowhere”
- Replacement of bridges
- Consider a kayak course
- Recreation programming
- Opportunity to work with OSF
- Nature play in upper Lithia
- Native plants of Ashland brochure
- Interpretation for public education
- Evaluation of electricity – more accessible for events
- Impact of events
- Wildlife management – bear, deer, turkeys, cougars, fish
- Pollinators
- Slope evaluation
- Erosion evaluation
- Fence evaluation (standards)
- Building evaluation
- Seismic evaluation
- Loop driveway by upper pond
- Parking and circulation evaluation
- Sprinkler and water use evaluation
- Block egress of vehicle access onto sidewalk areas such as near the Bandshell, Cotton Memorial Area, picnic areas and the pickleball/tennis courts – make it obvious where people shouldn’t drive

## **IX. PROGRAMMING DISCUSSION**

Bill Miller said assigned maintenance staff for Lithia Park included two employees and one supervisor. In addition to Lithia, that crew was responsible for mowing four other parks, managing those leaves and weeds and providing ongoing maintenance for the five parks while also maintaining a seasonal ice rink. He said the list of ideas was wonderful but extra projects were difficult for the crew because they didn't have extra time. Meyer said that as lists were created and discussed, additional resources could also be discussed. Matthews said there seemed to be a lot of volunteers helping in the park. Miller agreed that Lori Ainsworth (APRC Volunteer Coordinator) and the volunteers did an incredible job but there were constraints and limitations as to the types of work volunteers could perform.

Landt said he saw the list a little differently and didn't view the items as adding extra work for staff. He felt that when things were designed well, less work resulted. As this team worked, it would ensure maintenance issues were a top priority. He was very encouraged by the extent of knowledge MIG had with regard to maintenance. Moving forward with a plan, and as improvements were made, maintenance requirements should be reduced.

Howard said revenues were mentioned earlier and she asked if a plan should be created for revenues or if the current system would support suggested changes for the next 100 years. Black said that the APRC operations budget grew tighter with every new budget year and it would be important to look at revenues.

Apostle said that unlike parks, nature wanted to change. If you put in a lawn, it would remain as a lawn. He said Lithia was a mixed park that was partly garden and partly nature. He said he was pleasantly surprised to see some young Western Red and Incense Cedars during the walk, despite the deer. Minica said there were Oaks but possibly not in the lower riparian areas of the park. He said management of the trees had mainly been focused on Pines and Oaks.

Referring to the climate change issue, Apostle asked what plant/tree species were regenerating and what the bluff might look like in 20, 50 and 80 years. Current practices included favoring certain species and clearing others. These were fire-dependent ecosystems and, since burns were not conducted there, what could be expected in the absence of fire? In doing a 100-year plan, he felt this group had to be thinking about substitutes for fire and whatever else needed to be done. He asked if there was any scenario in which a controlled burn could happen in Lithia Park. It was stated that the next day, part of this group would meet with Fire Department and Forest Service personnel and they could ask this question then.

Minica said he and McFarland thought prescribed burns were great and people were used to seeing the burns around town; however, he was skeptical about burning so close to town. Black said this park was the peninsula into the urban portion of town. Apostle said he was from Chicago and the nature conservancy there was doing prescribed burns in neighborhoods but the difference was that it was flat land. McFarland said it was also important to consider the prevalence of poison oak and the problems the smoke created when it burned.

McFarland said this year was the first year a prescribed burn was conducted on any APRC property and it was located at Siskiyou Mountain Park. In all the years past, the Fire Chief was strongly against the burns and they had not been allowed.

Additional questions this team would be investigating included: If there's no practical way of doing a burn, are there species composition changes that should be done in terms of plant succession? What happens to the riparian areas and what happens to the bluff? In doing a 100-year plan, are there substitutes that should be considered?

**X. FIELD WORK COORDINATION**

MIG coordinated with APRC to schedule appointments for more in-depth site investigations and stakeholder interviews taking place the following day.

**XI. SET NEXT MEETING DATE**

MIG would check with their teams and provide potential dates for design week. Once a date was confirmed with APRC, a new schedule would be updated and made available.

**XII. CLOSE OF REGULAR MEETING**

The regular meeting was adjourned at 4:00 p.m. and various team members joined the Listening Post Session at the Siskiyou Room in the Community Development Building, 51 Winburn Way.

**COMMUNITY LISTENING**

The listening session provided citizens with an opportunity to meet with some of the consultants and express their ideas and concerns. Local project representatives Kerry KenCairn and Jim Love of KenCairn Landscape joined the MIG team to hear questions and respond to feedback.

MIG supplied materials that allowed participants to provide input by posting feedback on corresponding maps and poster boards.

Respectfully Submitted,

Betsy Harshman, Administrative Analyst  
Ashland Parks and Recreation Commission

City of Ashland  
PARKS AND RECREATION COMMISSION  
SPECIAL MEETING  
Minutes  
February 5, 2018

**ATTENDEES**

**Present:** Commissioners Gardiner, Heller, Landt, Lewis, Miller; Director Black; Recreation Superintendent Dials; Interim Superintendent Parks McFarland

**Absent:** City Council Liaison Mayor Stromberg; Executive Assistant Dyssegard

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 5:37 p.m. in the Siskiyou Room of the Community Development Building, 51 Winburn Way in Ashland.

**PUBLIC PARTICIPATION**

There was none.

**ADDITIONS OR DELETIONS TO THE AGENDA**

Black said the evening's Executive Session would be a discussion about real estate.

**UNFINISHED BUSINESS**

There was none.

**NEW BUSINESS**

There was none.

**EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(e)**

By consensus, Gardiner adjourned into Executive Session at 5:38 p.m.

By consensus, Gardiner adjourned out of Executive Session at 6:45 p.m.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:45 p.m.

Respectfully submitted,

Susan Dyssegard, Executive Assistant  
Ashland Parks and Recreation Commission

City of Ashland  
PARKS AND RECREATION COMMISSION  
AD-HOC SENIOR PROGRAM ADVISORY COMMITTEE (ASPAC)  
MEETING MINUTES  
February 12, 2018

**Committee Members Present:**

- Jackie Bachman, Citizen Member (Senior Program Patron / ASPAC Chair)
- Marion Moore, Citizen Member (Senior Program Yoga Instructor / ASPAC Vice Chair)
- Anne Bellegia, OLLI Representative (Volunteer Member)
- Peggy Byrnes, Citizen Member (Senior Program Patron)
- Rob Casserly, Citizen Member (SOU, OLLI Program Manager)
- Katharine Danner, Ashland At Home Representative
- Mike Gardiner, APRC Commissioner
- Jim Lewis, APRC Commissioner
- Laura O'Bryon, RVCOG Representative
- Mary Russell-Miller, Citizen Member (SOU Faculty Member)
- Stef Seffinger, Ashland City Councilor

**Facilitator Present:**

- Jon Lange, Jon Lange Consulting

**Staff Members Present:**

- Michael Black, APRC Director
- Rachel Dials, APRC Recreation Superintendent
- Susan Dyssegard, APRC Executive Assistant

**Committee and Staff Members Absent:**

- None

**I. Opening and Reminders (Lange, 2 minutes)**

Facilitator Jon Lange called the meeting to order at 3:15pm at Council Chambers, 1175 E. Main Street in Ashland. He reminded everyone to speak into their microphones and pointed to the ground rules posted in the meeting room.

**II. Approval of Minutes (Bachman, 5 minutes)**

**MOTION:** Lewis moved / Bellegia seconded approval of the minutes as presented.

The vote was all yes

**III. Public Input (20 minutes)**

**Jocelyn Sanford**, 2687 Mickelsen Way in Ashland, Oregon, a mother of three and a physical therapist who worked with seniors and as a youth water polo coach, said the Senior Center's recent association with a rebuilt pool was unfortunate as they were not the same issue. Displaying copies of the *Ashland Daily Tidings* from several years past, in which efforts to rebuild the pool were highlighted, she expressed disappointment that the pool project was now being derailed by a small group; mainly Ashland SOS (Support Our Seniors). She said Ashland needed both a Senior Center and an upgraded community swimming pool. She spoke in support of the current Parks Commissioners and APRC and said she would not support the recall effort of three commissioners.

**John Weston**, 997 Oneida Circle in Ashland, said he was a 40-year resident and worked as an Ashland High School teacher for over 30 years. With regard to the impending special election for the recall of three Parks Commissioners, Weston said he knew the individuals to be hardworking, caring men who took care of Ashland's parks and made good decisions. The recall instigators had shared misinformation with community members; examples were provided, which he felt were misrepresentations of the truth. He expressed willingness to offer his time and energy to defeat the recall.

**Geri Mathewson**, 640 Beach Street in Ashland, a resident since 1980, shared an anecdote about visiting the YMCA pool and circle swimming with a 13-year-old girl named Amelia. Mathewson asked for support for the rebuild of the Daniel Meyer Pool so young swimmers like Amelia could continue their sport at the high school level and beyond. She said water was a healing source for swimmers of all ages and she reminded the commissioners about the importance of teaching swimming, noting that the Daniel Meyer Pool was a community resource established as a memorial for a young man who died in a drowning incident. Mathewson said she did not support the recall effort.

**Rebecca Kay**, 2350 Ranch Road in Ashland, a resident since 2010, spoke out against the recall and expressed fury with those in the community who singled out Parks Commissioners, which she said tore at the fabric of the community. She said the Parks Commissioners and APRC did a fantastic job of providing services for seniors and citizens of all ages. Based on their distribution of misinformation, she wanted to see the Ashland SOS group pay for the recall rather than Ashland taxpayers. When the special election was over and the commissioners were retained in their current elected positions, she hoped to have a sit-down at the Senior Center to explain how the refurbished pool / rebuild project would play out.

#### **IV. Additions or Deletions to the Agenda (All)**

Bellegia said background information was being collected into a binder and would be passed along to the new permanent staff once they were in place. She invited ASPAC members to contribute items for the binder.

#### **V. Senior Program Progress Report (Information) (Dials, 3 minutes)**

Dials said the Senior Center continued to operate Monday through Friday from 8:30am to 3:30pm. She provided a brief report on the programs, classes, staffing and services at the center located at 1699 Homes Avenue. She said a part-time office worker was hired to assist on Monday, Tuesday, Thursday and Friday afternoons and new volunteer assistants were being trained. A Macintosh tutor was on board to provide assistance once a week, in addition to the PC instructor already in place. Additional programs and services were also described.

#### **VI. The National Standards of Excellence as Framework for Recommendations (Information) (Bachman, 2 minutes)**

Bachman spoke briefly about how ASPAC was using The National Standards of Excellence as a framework for moving forward. She reviewed the nine categories and said agenda items were linked to them and all nine standards would be touched upon before ASPAC's work was completed. This would ensure a framework for a successful Senior Program based on key criteria. She said some of the criteria had been prioritized to a higher level and would be addressed more comprehensively: Program and Job Descriptions and the Community Assessment. Other categories would be addressed by the new Senior Services staff.

#### **VII. Subcommittee / Staff Progress Reports (Subcommittee Chairs)**

##### **A. Job and Program Description / Separate Division APRC Approval Process / #4 Standard: Administration and Human Resources (Information) (Black, 5 min)**

Black said he had been working with Human Resources and Legal on the draft job description, using the recommendations as guidelines and for the sake of consistency. He said senior services in Ashland were the focus

and the goal was to enhance those services within the community. He said the program was much bigger than managing a center. APCR would be coordinating with RVCOG and others to provide outreach for the benefit of Ashland seniors. The position was being recommended at the Superintendent level to attract someone of the same caliber as Recreation Superintendent Dials, able to run a program out of multiple locations and capable of serving on local, regional and state boards for the benefit of the community. The job description had been modified to bring it in line with other APCR job descriptions. Black invited ASPAC to review the current draft document as well as future versions, as the job description progressed through to completion.

### Discussion

Bellegia said she was thrilled to hear about the higher-level position as many trends were coming toward Ashland with regard to aging. By hiring someone at that level, someone able to engage with the many stakeholders interested in aging services, APCR would be addressing a very important population sector: the senior community.

Byrnes asked whether the current program description was the same as the one provided to the Parks Commission at their January 22 regular business meeting. She noted the importance of posting the recommendations for the position and the program, as approved by the Parks Commissioners, for the public to see. Black said there were no additional amendments to the documents that were provided by ASPAC to the Commissioners on January 22. Bachman reminded the group that APCR agreed to add the bulleted goal of "social services outreach or referral to outreach services" as well as "information and referral services" to the documents. Black said he hoped the new Senior Services Superintendent would take the program description as a starting point for working with the future standing advisory board. In the job description, under "Communications and Community Outreach," Seffinger asked for a minor change to the document, from "Establish collaborative working relationships with.... elected officials" to "Establish collaborative working relationships with.... Ashland City Council and City commissions."

### **B. Community Assessment / #1 Standard: Purpose and Planning (Information) (Moore / Bellegia, 12 min)**

Moore said she and Bellegia prepared some Powerpoint slides about the community survey results. She reminded all in attendance that the Community Assessment Subcommittee consisted of Russell-Miller, Byrnes, Bellegia and herself. She said the community needs assessment had many sources: previous surveys, listening session input, public input at ASPAC meetings and discussions with community members. The survey was made available to the community from January 10 through 27 and included 17 questions, two of which were open ended and only one that was required. 744 survey responses were typed into Survey Monkey.

Bellegia said the first six questions were about respondents' gender, age, fellow residents within the home, employment status, household income and ZIP code. The reason income was questioned was to determine the level of poverty among the senior population in Ashland. The one required question was whether or not respondents had visited the center in the past two years. In terms of services utilized at the center, 419 indicated their use of recreation / social services and 290 mentioned social services / health. Those reporting that they had not visited the center said the reasons included having no need for the services and not knowing anyone at the center. With regard to the most important elements at the center, a warm and welcoming environment was at the top of the list followed by knowledgeable staff. When asked about prioritization of additional programs or services, top of the list was planning for long-term care and outdoor activities. When asked about frequency of use of APCR programs in the past two years, the use of Ashland's parks, hiking trails and the Ashland Senior Center were top-listed. Looking at other community resources, it was noted that many were used by respondents, including the library, YMCA, OLLI and churches. In terms of receiving other social services, agencies providing services were listed as RVCOG (Senior and Disability Services or ADRC), Ashland At Home and places of worship. Many respondents indicated that they weren't in need of services.

Moore said next steps for the survey included filtering the data, categorizing verbatim responses to open-ended questions and writing a final report to the Ashland Parks Commission.

## Discussion

O'Bryon thanked the subcommittee for their good work.

### **C. Standing Advisory Committee Application and Appointment Process / #3 Standard: Governance (Action) (Bachman / Dials, 5 min)**

Bachman introduced the topic of the Senior Program Advisory Committee (SPAC) and its application and appointment process. With ASPAC duties concluding in March, it was hoped that a seamless transition could occur from ASPAC to SPAC. Dials said the application would be the same one used for other City commissions and committees. Dials spoke about the purpose of SPAC: to advise APRC on matters related to the Ashland Senior Program and to coordinate with the APRC Director and Senior Services Superintendent on matters related to the general operations, quality, promotions and programming of the Ashland Senior Program. With regard to the committee's makeup, Dials said it would be made up of program participant representatives and community partner representatives (no more than five total, minimum of two per category), one APRC Commissioner and one City Council Liaison, for a total of seven members. Staff support would include the APRC Director and the new Senior Services Superintendent. SPAC member terms would be three years, with no member serving more than two consecutive terms. When asked what constituted a community partner, Dials clarified that it would be someone from RVCOG or SOU / OLLI or Ashland At Home: local community organizations connected with the senior population. When asked about voting members on SPAC, Black said all seven members would be voting members; staff would not vote. It was stated that members needed to be Ashland residents within City limits, as with other commissions, committees and City Council. Dials spoke about the development of future bylaws and a program mission, then reviewed the application process:

1. Present the process to ASPAC for approval and recommendation to the Commissioners, February 26, 2018 (Action)
2. Pending approval by the Parks Commission, the SPAC application process would be open and publicized February 28 through March 28 (four weeks)
3. Applications reviewed March 28 through April 4 (one week)
4. Commissioners to vote on the SPAC appointments at the April 16 APRC Study Session or at the April 23 Regular Business Meeting
5. Create SPAC bylaws with APRC staff and Commissioner approval

Byrnes asked why this process would be conducted before a new Superintendent was hired. Bachman responded that it would allow SPAC to become more cohesive and communicative in advance of that hire. She said there was a large amount of homework for SPAC to do before the new fiscal year on July 1. Several other questions were asked by committee members and answered by Bachman and Dials.

**Motion:** Danner moved / O'Bryon seconded approval of accepting the formation of a standing Senior Program Advisory Committee, which would parallel the establishment of other City commissions with regard to setup details, residency and term limits.

*The vote was all yes*

### **VIII. Senior Program Staffing Recommendations / #4 Standard: Administration and Human Resources (Action) Bachman, all members, 10 minutes)**

Bachman provided the history of the Senior Program's transfer from the City to APRC in 2007 and said the City was financially stressed then while APRC was well funded. At the time of transfer, and every year since, no funding had been provided by the City for the operations of the Senior Program. Since the transfer, Ashland's senior population has increased steadily, with those aged 50+ outpacing the county, state and national levels. Based on the recent survey, it was clear that Ashland citizens wanted and needed appropriate services to remain independent and to have access to social services support when necessary. To provide adequate services and a higher level of staffing, the Ashland Senior Program would require more ongoing funding in the APRC Senior Program Budget for

Personnel. The current approved Senior Program Budget for Personnel in 2018-19 was \$151,000, including salary and benefits for one Senior Program Manager and one part-time office support staff. This meant that there would not be any coverage of the center when the manager was facilitating referral and outreach for participants, nor while attending meetings and networking with county and community organizations or while performing other duties as assigned. In order to hire an experienced Senior Services Superintendent as well as a full-time coordinator and part-time office support staff (a total of 2.75 FTE), it would cost approximately \$232,000 (PERS Tier 3 benefits) to \$262,000 (PERS Tier 1 benefits). In summary, Bachman stated that an approximate additional \$100,000 would be needed to fund the Senior Program at an appropriate level to provide knowledgeable staff, especially a highly skilled and compassionate Senior Services Superintendent. In addition, staff training in the area of facilitation of referral and outreach would need to be included in the budget. Bachman asked for support in the form of a motion for these recommendations.

### Discussion

When asked about past staffing levels, Black said the highest past staffing level at the Senior Program was 2.25 FTE. Gardiner pointed out that there was no large pot of money in the APRC budget to cover this additional proposed cost in the middle of a biennium. The Commissioners and staff would need to remove or reallocate currently budgeted items to accommodate extra funding for the Senior Program, with the hope that Parks Commissioners approved the proposed budget amendments.

**Motion:** Danner moved / Bellegia seconded approval of recommending an additional minimum of \$100,000 to hire an experienced Senior Services Superintendent and additional staff (2.75 FTE total) to provide the necessary programs and services for the community's seniors.

*The vote was all yes*

## **IX. Budget Discussion and Recommendation / #7 Standard: Fiscal and Asset Responsibility (Action) (Black, 20 min)**

Black spoke about the cost of employees for the new Senior Services Program, including salary and benefits (Personnel Services). He said there was a big difference between PERS Tier 1 and 3, with Tier 1 described as a very rich benefit. In answer to a question by Byrnes about the recent higher annual costs for materials and services, Black said APRC staff had been working on a true cost accounting for all APRC categories, including materials and services (placing costs into correct categories). He said costs had been mis-categorized in the past; i.e., APRC Administration had paid for items not within their division and so on. Black said this new detailed system was being implemented for each facility and park location. Black talked about budget changes for Personnel (an increase of \$117K) and Materials (an increase of \$8.7K) and said the total budget increase was projected as approximately \$126,000. In terms of a funding strategy, Black said Senior Program increases could be absorbed by APRC, within its existing and approved biennial budget, by searching for efficiencies. The impact on the existing budget would be reductions and cutbacks in other APRC categories to accommodate the increase in the Senior Services Program.

### Discussion

When asked by Bachman about a \$5.9M budget deficit over the next few years, as discovered and recently reported, Black said the report was unfortunately incorrect. Finance Department staff turnover during the BN 17-19 budget planning cycle caused some incorrect projections to occur, and those incorrect projections were published in the budget book City-wide, not just for APRC. Finance was correcting the budget book and taking it to Council for approval. With regard to fully funding the changes to Senior Services Personnel, Black said those costs could come out of the General Fund for the first year. In the next biennium, APRC would have a better idea of what could be counted on for revenues but for FY 18-19, 100% of the increase in funding would come from the General Fund, made possible through reductions and cutbacks in the current budget. He said APRC staff would go out and find the funding but the budget amendment was not yet approved. He spoke hopefully about ASPAC's recommendations seeing the light of day and benefiting Ashland citizens. When asked by Seffinger about a timeframe, Black said APRC would have an opportunity to approve the recommendations in March and they would go before Council in April or May. Byrnes said

most of the additional funding was earmarked for staffing, mainly for the Superintendent position. She suggested thinking more modestly about funding for that position to allow for a higher Coordinator salary. Black said APRC staffed at the level of Superintendent, then Coordinator, then assistant. He said the Senior Services Coordinator would be at the center most of the time and would have a great deal of responsibility, similar to other APRC Coordinators and with a similar salary. Bellegia said creating a separate division with a stable funding source would ensure future success of the program. Danner thanked staff for their work in locating funding for these positions.

**Motion:** Bellegia moved / Danner seconded approval for increasing the Senior Services Program budget in the next fiscal year, up to \$309,000.

*The vote was all yes*

**X. ASPAC Draft Recommendations, by Standards of Excellence, 1-9 (Information; Possible Action) (Bachman, all members, 20 min)**

Bachman said the committee was now at the point of looking at draft recommendations from ASPAC to the Parks Commissioners. The nine Standards of Excellence were used as a template for the ASPAC recommendations and feedback had been coming in from all ASPAC members, especially the subcommittees in their work. She said if there were disagreements that couldn't be resolved about any of the recommendations, any ASPAC member could write a minority report.

Bachman reiterated that the one major goal of ASPAC was to provide recommendations about the Senior Program to APRC. She reminded the committee that the recommendations were developed through public input, listening sessions, ASPAC members' expertise, staff input and by searching out best practices and standards of excellence.

Byrnes spoke about the value of the recommendations; however, she said they might have been approached in a prioritized manner rather than putting them out at one time and requesting feedback. Bellegia said these would be the recommendations provided to the new Senior Services Superintendent and she would rather not prioritize the list but have the Superintendent assign levels of priority. Moore said one of her highest priorities was to keep the Senior Program operating out of the current Senior Center located at 1699 Homes Avenue. Gardiner said the recommendations would serve as a roadmap / guideline for the new Superintendent. Danner said there would be an advisory committee whose responsibility it would be to hold the Superintendent accountable to move the recommendations forward. Lewis said the commissioners would look for direction from the APRC Director about implementing the recommendations. Gardiner said the group could review the list and highlight areas important to ASPAC; this would assist the commissioners in their evaluation of the recommendations. Bachman suggested moving through the list and posting a "P" next to prioritized items; then, at the next meeting in March, the group could review the list of prioritized items and make any adjustments.

The committee reviewed the first recommendation, Purpose and Planning, and the letters listed below. Minor amendments were made to some of the points, as follows:

- a. Create a *collaborative* vision for *the future of the Ashland Senior Services Program that aligns with APRC and City Council goals* for the future of the *program*.
- b. Revisit Mission Statement, with new Program Description in mind, to determine need for revisions
- c. Develop Planning Document with Goals, Objectives, and Action Plan that align with the Vision and Mission Statement
- d. Review the results of *public input* and the Community Needs Survey and evaluate feasibility of adopting frequently suggested ideas.
- e. Produce an annual report of accomplishments, based on the planning document (moved to 6-b: Evaluation).

**Motion:** Russell-Miller moved / Lewis seconded approval of items 1-b, c and d as amended.

*The vote was all yes*

Lange pointed out that the meeting time had been exhausted; Bachman said this was a good point to break away. She asked ASPAC members to study the recommendations and come back to the March 12 meeting ready for a thorough discussion. She suggested that members send her their feedback, via email, in preparation for the March 12 meeting.

**XI. Items from Committee – Round Table (Information, 20 minutes)**

There was none

**XII. Next Meeting Dates and Location (Bachman, 2 minutes)**

- March 12 from 3:15 to 5:15 pm – Council Chambers

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Susan Dyssegard, Executive Assistant  
Ashland Parks and Recreation Commission

City of Ashland  
PARKS AND RECREATION COMMISSION  
STUDY SESSION  
Minutes  
February 12, 2018

**ATTENDEES**

**Present:** Commissioners Gardiner, Heller, Landt, Lewis, Miller; Director Black; Recreation Superintendent Dials; Interim Parks Superintendent McFarland; Assistant Manuel

**Absent:** City Council Liaison Mayor Stromberg; Executive Assistant Dyssegard

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 7:00 p.m. at The Grove, 1195 E. Main.

**PUBLIC INPUT**

There was none.

**UPDATE ON AD-HOC SENIOR PROGRAM ADVISORY COMMITTEE (ASPAC)**

Black stated that ASPAC would be bringing three ASPAC action items to the Regular Meeting on February 26. The first recommendation would be to increase staffing to 2.75 FTEs (full-time equivalents) – one (1.0 FTE) Superintendent, one (1.0 FTE) Coordinator, one half-time (.5 FTE) staff assistant and .25 FTE for a second staff assistant. Black noted that if approved, staffing would increase by one FTE – one more than currently budgeted. Funding for the extra staffing would increase from approximately \$170,000 to \$309,000 per fiscal year.

Black explained that the lead staff person would function at the Superintendent level and participate with APRC leadership along with the Parks and Recreation superintendents. Black recommended that the proposed staffing be approved by the Commissioners at their Regular Meeting on February 26, 2018.

Black talked about the challenges of funding the Senior Services Superintendent position, stating that the goal would be to cover the increased personnel costs from the APRC General Fund. He noted efficiencies that would reduce the budgetary impact, such as assigning the task of programming for seniors to the Senior Center Coordinator, thereby relieving other divisions from absorbing that expense. Black indicated that a more extensive discussion about efficiencies could take place in the future. In addition to the increase in personnel expenses, he said there would be extra expenses for materials and services, including advertising expenses and training.

Black commented that funding the enhanced program would highlight APRC's commitment to fulfill the recommendations developed by ASPAC. Those recommendations were in alignment with APRC goals to create a more robust and inclusive Senior Services Program.

In response to a clarification from Landt, Black acknowledged that APRC was nearly at the midpoint of the 2017-2019 biennial (BN) budget. He stated that the new Senior Services Program leadership would begin at the start of fiscal year 2018-2019, prior to the budget planning season for BN 19-21.

Dials affirmed the establishment of an upcoming permanent Senior Program Advisory Committee (SPAC). She stated that APRC would guide the process, following a protocol similar to appointments for other APRC committees and subcommittees. Interested parties would be invited to apply to serve during a four-week open application

period. The Commissioners would review the applications in April, then appoint committee members who would convene in May 2018.

### Commissioner Discussion

Landt noted differences in the makeup of SPAC versus other APRC subcommittees. He stressed that structurally it must remain the same – i.e. the Committee would not make decisions on its own; rather, they would forward recommendations to the Commissioners for approval.

Gardiner agreed, stating that the mission would be to assist the Senior Services Superintendent in an advisory capacity. Any committee recommendations would be forwarded to the Commissioners for review and approval. Dials reiterated that the function of SPAC would be to advise APRC on matters related to the Senior Services Program and to coordinate with the APRC Director and the Senior Services Superintendent in matters related to general operations, promotions and programming.

Landt suggested further review of the responsibilities and oversight granted to SPAC. He described the protocol followed by other APRC subcommittees, noting that no decisions were made at that level and reports were forwarded directly to the Commissioners for establishment of policies, decision-making and funding. He questioned the word “coordinate” and how that would be interpreted.

Lewis stated that the makeup of the Advisory Committee would be very different from other APRC subcommittees. Landt agreed, emphasizing the importance of clarity of purpose. Black noted that the bylaws would outline the scope of Committee responsibilities. He highlighted other APRC committees such as Bee City USA or the Golf Course Subcommittee – indicating that, in his opinion, SPAC would operate in a similar way. He explained that there would be meetings where no recommendations were made – only questions asked or information and expertise shared. Landt agreed, stating that the level of expertise available was extraordinary. He indicated that his primary concern was about the development of a separate power base if the organizational structure was not sufficiently clear.

There followed further discussion about the protocol for committees and subcommittees. The inclusion of a City Councilor as a member of SPAC was explored. Dials noted that the rationale for City involvement was because senior services impacted all Ashland residents in some way and communications with Ashland City Council would broaden awareness and enhance support. Gardiner agreed, stating that the City of Ashland had goals surrounding social services and coordination with Ashland’s seniors should be integrated at all levels.

Lewis noted the importance of working with City Council – especially during the budget process. He talked about the extra expense of moving the Senior Program to the next level and the need for a coordinated effort with the City of Ashland to adequately fund a stronger program. Black emphasized APRC’s commitment to initiate a more robust program, stating that appropriate funding must be identified, particularly given the necessity for expanded social services.

Heller supported the City’s involvement, stating that it shouldn’t be “us” and “them.” He said working together would benefit seniors and their families while building a strong foundation for the program’s future. Miller agreed, intimating that increased awareness would lead to greater involvement in the program.

Gardiner highlighted a recent report from ASPAC, noting that Chair Bachman had shared the information with the City Council. He stated that there was a high level of interest that could lead to increased City involvement.

**Jackie Bachman**, ASPAC Chair, was called forward.

Bachman noted that it was exciting to convey the first set of recommendations from ASPAC to APRC. She explained that the recommendations were based upon nine Standards of Excellence developed by the National Institute of Senior Centers, beginning with purpose and planning. Additional standards addressed administration, human resources, the evaluation of facilities and others. She talked about the similarities between planning a program for seniors and administration of a public school and said a certain level of service was essential for successful programs. Bachman explained that anytime humans were involved, processes were complicated.

Bachman emphasized the time spent planning – developing a vision in coordination with APRC and the City Council. She stated that the City was exploring the concept of a *Commission on Aging* and other avenues of involvement for and with seniors. Partnerships were beginning to form. Bachman talked about joint visits with Ashland's Mayor to explain the ASPAC process and to field questions about the recall.

Bachman said that only one category of the nine Standards of Excellence had been completed and the other eight were projected for completion by the March deadline. Bachman noted that the outcome might include a minority opinion in addition to the final recommendations proposed by ASPAC.

There followed a brief discussion about the minority opinion and whether that would generate additional animosity. Landt expressed the hope that Committee recommendations would be unanimous. He stated that if the recommendations were approved by a slim majority, more work might be needed to achieve consensus. Landt compared the work of ASPAC with the work of a jury in that strong majority agreements strengthened cases. Bachman expressed optimism that a consensus could be reached.

Landt said he was proud of the quality of work coming from ASPAC. He said the work had been done under duress and the level of excellence demonstrated by ASPAC was truly appreciated. Landt emphasized his belief that the Committee had worked diligently toward an outcome envisioned by APRC. Black described the work of ASPAC as productive and positive. Lewis agreed, speaking at some length about the decades of expertise ASPAC members brought to the table. He stated that ASPAC had produced a stellar body of work that would provide guidance on many levels.

#### **DISCUSSION ON HUNTER PARK TENNIS COURTS**

Minica reviewed the progress in filling the cracks on the Hunter Park tennis courts. He stated that volunteers worked hard to restore court surfaces but there was still work to be done. Minica explained that the filler used minimized the damage but because the materials had been applied during cold weather, additional treatment would be needed in warmer weather. He added that re-painting the boundaries could also wait for warmer weather.

Heller stated that in general, tennis players were satisfied with the work. He noted that cracks in the Lithia Park courts were not as severe but would need attention as well.

Landt observed that patching the courts was a stop-gap solution. He asked about the life-cycle of the courts, noting that plans would have to be made to address the issue more permanently.

Minica noted that a fiberglass seal called "Guardian Crack Repair" could add five to eight years to court surfaces. He stated that repairs and resurfacing using the fiberglass material would be fairly expensive.

In response to a question by Landt, Black stated that due to budgetary constraints, such a large capital improvement project (as full resurfacing) was not feasible. He estimated that it would cost a minimum of \$600,000 to restore APRC's courts.

Landt called for an evaluation of the courts to determine how much longer they would last before resurfacing became essential. Gardiner noted that the courts had been rebuilt in 2004. He stated that it was thought at that time that the courts' resurfacing would last for a lifetime.

Minica suggested an analysis of the causes for failure of the court surfaces. He explained that there were several possibilities – either water seeping into the cracks or simply because of the expansion and contraction of the concrete base. Minica stated that a fiberglass patch might solve the problem if water was the culprit. The price tag for the patches would be approximately \$180,000, including repainting the tennis court boundaries and pickleball lines on two of the courts.

After further discussion focused on the possibilities for a longer-term fix, it was agreed that the matter would be discussed during the next biennial goal setting session.

### **DISCUSSION ON RESOLUTION TO APPLY FOR OPRD GRANT**

Dials introduced Nature Center Manager Libby VanWyhe and said she was planning to apply for a grant through the Oregon Parks and Recreation Department (OPRD) toward creating a Nature Play area at North Mountain Park. She said one criterion for eligibility was a Resolution stating that APRC would support the project and commit to funding future operations and maintenance. Dials distributed the draft Resolution, noting that the City Attorney had reviewed it and was satisfied with it.

VanWyhe said approval of the OPRD grant was contingent upon provisions for 40% in matching funds via APRC. She said matching funds could include estimated labor expenses for irrigation, grading and in-kind donations. VanWyhe relayed that funding for the Nature Play area was currently at 43.9%; therefore, APRC was eligible to make application for that grant. The grant, if approved, could provide \$91,000 of needed funding for the Nature Play area. In addition, she was working on several other grant applications for additional funding.

VanWyhe outlined the progress completed to date including a commitment from Clauser Drilling to drill for a hand-held water pump. Green Valley Pump would donate and install the pump. A community member contributed a beautiful work of art that would become the entranceway into the Nature Play area. She stated that the carved wooden structure was valued at approximately \$10,000. The piece depicted animal carvings of riparian wildlife.

Discussion followed regarding the artwork. Landt expressed concerns about the piece – whether it was made for outdoor display and the extent of possible long-term maintenance. He recommended proceeding with caution as the artwork could become a burdensome expense. VanWyhe replied that the artwork met the test for best practices in that it signaled that children were entering into a special place that had value and meaning. She stated that in her opinion, the piece seemed to have been intended for the outdoors as it was framed in metal. VanWyhe invited the Commissioners to view the piece at the artist's studio.

Gardiner asked for the artist's contact information. Lewis recommended that VanWyhe discuss the Commissioners' concerns with the artist and relay additional information to the Commissioners about the suitability of the piece. Landt stated that asking an arborist about the wood's weathering ability would be helpful as well.

VanWyhe noted that the next step would be to begin the design process. She indicated that money had been set aside to hire Green Works – the company who created the Nature Play concept. They would prepare drawings and provide the engineering details to answer questions about the designated space.

## **REPORT ON REPAIR OF SMALL PORTION OF LITHIA HILLSIDE**

Black explained that vandalism and/or damage to park grounds was typically taken care of internally but there had been substantial damage to the hillside in Lithia Park – not just once but repeatedly – and the Commissioners might be asked to comment.

Minica reported that several young men cut into the hillside, pushed dirt onto the oaks below and created a 6 to 8-foot berm. Trails were constructed across the hillside to a specific point designated by the perpetrators as memorial grounds.

Minica stated that the amount of dirt removed from the hillside was sufficient to kill the large oaks below. Staff excavations had not uncovered any memorial items – instead there were torches, pipes and other drug-related paraphernalia as well as tools stolen from APRC. After the area was restored by APRC staff, the damage was repeated – this time occurring over a larger swath of the hillside.

Black relayed that staff would take steps to re-stabilize the hillside, then post signs prohibiting entry into the area. The police would be contacted and asked to monitor and ticket those choosing to ignore posted warnings.

There followed a discussion about the situation – including identification of the perpetrators, legal issues in terms of personal property and next steps. Landt suggested documenting the destruction of property and the cost of repairs. Heller advised staff to inform City officials for greater awareness.

## **STAFF AND COMMISSIONER UPDATES**

There were none.

## **ADJOURNMENT INTO EXECUTIVE SESSION**

By consensus, Gardiner adjourned into executive session at 7:00 p.m.

*Executive Session: Real Estate Discussion and Disposition, ORS 192.660 (2)(e)*

## **ADJOURNMENT OUT OF EXECUTIVE SESSION**

By consensus, Gardiner adjourned out of executive session at 7:50 p.m.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions and Regular Meetings are digitally recorded and available upon request.

City of Ashland  
PARKS AND RECREATION COMMISSION  
TRAIL MASTER PLAN UPDATE COMMITTEE  
MEETING MINUTES  
February 23, 2018

**PRESENT:**       **Parks Commissioners:** Jim Lewis, Mike Gardiner  
                  **Additional Committee Members:** Luke Brandy, David Chapman, Torsten Heycke, Stephen Jensen, Jim McGinnis  
                  **City and APRC Staff:** Interim Parks Superintendent Jeffrey McFarland; GIS Analyst Lea Richards  
                  **APRC Minute-taker:** Betsy Manuel

**ABSENT:**       Division Chief-Forest Resource (Fire) Chris Chambers; APRC Director Michael Black

**I.       CALL TO ORDER**

Chair Chapman called the meeting to order at 10:00 a.m. at The Grove - 1195 E. Main Ashland, OR.

**II.      APPROVAL OF MINUTES**

*a.   January 26, 2018, and February 9, 2018*

Chapman noted that the Minutes for January 26, 2018, and February 9, 2018, were approval by unanimous consensus.

**III.     PUBLIC PARTICIPATION & GUEST SPEAKERS**

•   *Open Forum*

McFarland noted that a written comment had been received regarding the perceived need for trails maintenance, particularly in the Oredson-Todd Woods, Siskiyou Mountain Park and the trails above Lithia Park. The commentator noted concerns about trail widths and the use of trails for multiple purposes, among other concerns. McFarland advised the Committee about his reply, explaining the history applicable to those trails and any constraints or challenges. He also explained the activities undertaken by APRC staff to create more user-specific trails.

Chapman asked that hard copies of the comments be included for the next meeting.

**III.     ADDITIONS OR DELETIONS TO THE AGENDA**

•   *Reassignment of Chapters*

Chapman reported that **Agenda Item VI. C** would include discussion regarding reassignment of chapters 9,10,11 formerly assigned to Committee member Mike Gardiner.

**V.      UNFINISHED BUSINESS**

*a.   Final Committee Review / Possible Approval of Chapter 1 Following Suggested Edits from Last Meeting (Jensen)*

Jensen stated that the recommended changes for Chapter 1 had been completed, including the addition of a table displaying timelines. He asked for a critique of the timeline and a decision regarding its inclusion in the Master Plan.

Gardiner noted that the table recorded a continuum of the Master Plan process. There followed a brief discussion about updating the timeline. It was agreed that the timeline provided a roadmap tracking the process as it had unfolded and the identification of the next steps.

McFarland referred to a spreadsheet that was created depicting where each Chapter was in the editing process. He suggested that once the final editors had approved a particular Chapter, it could be moved into a Committee Review Folder for further study by Committee members. Any commentary generated from reading the Chapter in advance would then be open for discussion and approval at the next TMP meeting. McFarland stated that the contracted graphic artist had asked that the Master Plan chapters be forwarded to him when all are finished, and not in stages. He indicated that he would also forward maps and photos at that time for the contractor to include in the document.

There followed discussion about a photo folder. It was agreed that photos would be forwarded to McFarland along with notations as to the proposed chapter for each photo – the date it was taken and the photographer.

Heycke asked that the bullet point on page 6 of Chapter 1 that reads: “2005-2014 Oregon Statewide non-motorized Trails Plan” be changed to: “2015-2025 Oregon Statewide Recreation Trails Plan.”

**Motion:** Jensen moved to accept Chapter 1 as written and to approve the amended text as completed. Brandy seconded and the motion carried by unanimous vote.

## VI. NEW BUSINESS

### *a. Perform Committee Review of Regional Trails – Chapter 12 (All)*

Chapman commented that the chapter format followed in the original Master Plan continued to work for the updated chapters - i.e. the descriptive narrative was divided into sub-headings such as route description, linkages, character, expected users, typical section, natural and cultural resources. There followed a brief examination of each subheading as follows:

#### ➤ **Character**

In response to a query by Jensen, Heycke noted that the character of a trail would include the flora and fauna, the geology or view-scape and/or the particular characteristics of the trail itself – rocky, narrow, etc.

McFarland noted that describing the varied character from urban to forestlands allowed the reader to develop an expectation of different types of environments that might be encountered along the trail.

#### ➤ **Typical Section**

Brandy noted that there seemed to be a redundancy inherent in the differences between Character and Typical Section. There followed an extensive discussion about differentiating, combining or eliminating the two connotations. It was agreed that using the elements as they were arranged in the original Master Plan would be duplicated. Brandy proposed that the element Character be defined more subjectively, while the description of a Typical Section would be indicative of the realistic elements as they were encountered.

Heycke led a discussion about the relevancy of regional trails. He noted the challenges of a discussion of the myriad of trails that connect far and wide to the Ashland trails system. Brandy replied that his intention for including different wilderness areas was to illustrate that hikers could travel from downtown Ashland to many other places of interest. Lewis noted the importance of connectivity and linkages with other trail systems. Jensen suggested alluding to wilderness area such as the Red Buttes, Sky Lakes and Soda Mountain as *examples* of continually evolving connectivity.

Chapman stated that naming a few of the outstanding wilderness areas added interest and allure to Ashland's trails systems – including the hiking outlier known as the Pacific Crest Trail. McFarland suggested that the wording could be changed slightly to encompass nearby linkages. Brandy noted that the differences between the regional trail chapter and the local trails chapters was the broader view.

### ➤ **Emigrant Lake Trail**

The potential for trail connectivity was debated given the lack of feasibility for development of a trail to Emigrant Lake. The TID lateral trails were an additional barrier – primarily because TID administrators were adamant about limiting access to TID canal trails for recreational purposes. Lewis suggested keeping the elements in the chapter as placeholders for future possibilities. He stated that circumstances could change over time and mention in the Trails Master Plan might facilitate future consideration. Heycke advised use of the word “proposed” and emphasis on the tenuous nature of future trail development in that area. Jensen proposed that the word *trail* be removed from the section title. He advocated for changing the second sentence to read: “This recreation area is the planned terminus of the Bear Creek Greenway and was part of the original Greenway Plan of 1966.”

Richards suggested that the Cascade Foothills be included as an additional section in the Regional Trails Chapter. Chapman noted that the Imperatrice Property would then become a chapter of its own. Lewis noted the importance of the Imperatrice Property, indicating that the upper section of the property be discussed in the Trails Master Plan. He explained that future City planners could look at the Master Plan and understand that the interest in trail development for that area had been apparent for twenty or more years. It was agreed that the Imperatrice Property would be mentioned in the Cascade Foothills section and also referenced as a potential Grizzly Peak access point.

It was stated and agreed that the Jack-Ash Trail was broadly described, primarily for pedestrian access.

McGinnis suggested that posting the document seven days prior to a meeting would be helpful so that people could prepare their commentary for the meeting. Jensen highlighted the facility of Google Docs to make comments on the document without editing.

Jensen asked about references to rogue trails. He noted that mentioning those trails – some of which were frequently used – might set a precedent for their use. Heycke noted that those trails were often through private property. He stated that he did not include trails that were used but not sanctioned in his narratives for the Eastside and Westside routes. Richards indicated that maps included tentative lines that traced the Alice-in-Wonderland Trail and some of the unsanctioned connections on Hitt Road but in general other trails were not included in the maps.

After some discussion, it was agreed that unsanctioned and rogue trails would be described in the Glossary but not encouraged. Chapman stated that the narrative should not point out locations or names for rogue trails – rather, commentary should focus on what they were and why they were considered off-limits. McFarland stated that the City has a trails application process for new trails or changes to existing trails on City properties.

It was agreed that the Master Plan would strongly discourage use of rogue trails and would stress the quest for legal connections.

➤ **Photos**

McFarland said the process for submitting photos should list the intended Chapter, the name of the submitting person, the photographer and the date and feature represented.

➤ **Misc. Discussion**

McGinnis asked that the next Agenda include discussion about the development of a matrix that would provide a grid that identifies key characteristics about the trails at a glance.

Gardiner stated that he would be unable to complete Chapters 9, 10, and 11, which were assigned to him. Chapman asked that volunteer editors contact McFarland for editorial authority to complete those chapters through Google Docs.

Chapman reported that the goals and objectives in Chapter 2 would be changed to goals and sub-goals. APRC would be designated as the entity responsible for conversion of the goals and sub-goals into action plans. Chapter 14 would be added to provide a set of recommendations for future development and enhancement of the Trail Master Plan.

**VII. UPCOMING MEETING DATE**

**a. March 9, 2018**

- Siskiyou Room, Community Development Building – 10:00 a.m.

**VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:35 a.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker  
Trail Ashland Parks and Recreation Commission

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Subcommittee meetings are digitally recorded and available upon request.

City of Ashland  
PARKS AND RECREATION COMMISSION  
Regular Meeting  
Minutes  
February 26, 2018

**Present:** Commissioners Gardiner, Heller, Landt, Lewis, Miller; Interim Parks Superintendent McFarland; Recreation Superintendent Dials; Executive Assistant Dyssegard; Assistant Manuel

**Absent:** City Council Liaison Mayor Stromberg; APRC Director Black

### CALL TO ORDER

Chair Gardiner called the meeting to order at 7:00 p.m. at Council Chambers, 1175 E. Main.

### APPROVAL OR ACKNOWLEDGEMENT OF MINUTES

- Trail Master Plan Update Committee, December 29, 2017—acknowledged
- Ad-Hoc Senior Program Advisory Committee (ASPAC), January 8, 2018—acknowledged
- Trail Master Plan Update Committee, January 26, 2018—acknowledged
- Trail Master Plan Update Committee, February 9, 2018—acknowledged

#### Regular Meeting- January 22, 2018

**Motion:** Landt moved to approve the minutes of January 22, 2018, as presented. Miller seconded.  
The vote was all yes.

Landt shared his appreciation and thanks for the work done by ASPAC and the Trail Master Plan Update Committee.

### PUBLIC PARTICIPATION

- *Open Forum*

**Sue Wilson** of Ashland, OR, was called forward.

Wilson highlighted previous public input and associated discussion about the condition of the tennis courts at Hunter Park, stating that APRC had not sufficiently funded ongoing maintenance. She noted that a long-term solution to repair and preserve the tennis courts had not been planned. Wilson referenced the Performance Audit, indicating that it contained recommendations to fund maintenance as a priority over expansion or the acquisition of new properties. She talked about the Oak Knoll Golf Course as another case in point.

Wilson expressed her opinion regarding reorganization of the Senior Center and expenses related to the reorganization. She stated that a needs assessment conducted prior to reorganization would have verified whether there were underserved seniors and/or a need for additional programs and services. Wilson highlighted the positives that were formerly in place.

Wilson focused on the financial impact of proposed expansion at Daniel Mayer Pool, noting that decisions made by APRC were stretching an already tight budget ([Wilson input](#)).

**Anne Bellegia** of Ashland, Oregon, was called forward.

Bellegia noted that she was originally doubtful about the necessity for reorganizing senior services; however, after serving on ASPAC and researching best practices, she now agreed with the basis for the decision.

Bellegia emphasized that the recall was not solely due to misinformation. She explained that when seniors were faced with loss of independence, changes could provoke fears about the future. Bellegia indicated that while no senior program could fix the shortage of caregivers for seniors or provide funding for care, a robust senior program could help to prevent or delay the loss of independence. A good senior program provided information and assistance in navigating available social services while helping to create a sense of well-being through programs offered. She referred to a recent needs assessment / community survey, stating that it was clear that a warm and welcoming environment was the most valued aspect of a senior program.

Bellegia emphasized that the Senior Center had continued to offer a warm and welcoming environment during reorganization as evidenced by an increase in participation. She commented that APRC had been receptive to the ASPAC recommendations and, in her opinion, the Commissioners now had the information and resolve to implement a strong Senior Services Program.

Bellegia thanked the Commissioners for their support and said she did not support a recall vote ([Bellegia input](#)).

## **UNFINISHED BUSINESS**

### ***a. ORPD Grant Resolution for Nature Play Area at North Mountain Park (Information / Action)***

Dials presented a grant resolution for development of a Nature Play Area at North Mountain Park. Approval of the Resolution would authorize staff to apply for the grant through the Oregon Parks and Recreation Department. She stated that the City Attorney had reviewed and approved the wording of the Resolution. Dials explained that approval would signify that the Commissioners supported the project and agreed to ongoing maintenance of the play area upon completion.

Dials described the 4000 sq. ft nature-centered play area as a playground constructed entirely of natural materials, such as wood, rocks, sand and water. She highlighted the educational values the play area was designed to emphasize.

Dials added that research regarding the otter fence indicated that it would weather well out of doors.

### Commissioner Discussion

Heller asked about the funding and whether the project would move forward if the grant was awarded but did not cover the entire cost of the plan. Dials replied affirmatively, noting that APRC had set aside \$15,000 for the project – money that would contribute toward obtaining matching funds. She said staff had applied for several other grants and funding for design of the space was already awarded.

Landt commented that North Mountain Park served hundreds of children but lacked a playground. He stated that the Nature Play Area would fill that void.

Lewis noted that he had lobbied for the \$15,000 in support of the project during the BN 17-19 budget planning season. He stated that there was an expectation that staff would identify other sources of revenue, including additional grants. He applauded Nature Center Manager Libby VanWyhe for her initiative and organizational skills. Miller agreed, expressing appreciation for the stellar work in educating children visiting the Center.

**Motion:** Landt moved to approve the Resolution authorizing application for a grant for development of a Nature Play Area at North Mountain Park. Miller seconded.

The vote was all yes.

***b. Recommendation from ASPAC to Form a Standing Senior Program Advisory Committee (Information / Possible Action)***

Dials reiterated that ASPAC recommended the creation of a standing Senior Program Advisory Committee (SPAC) at an ASPAC meeting held February 12, 2018. In addition, approval was sought for the proposed appointment process of committee members. Dials relayed that open recruitment would be held for four weeks beginning February 28, 2018 and ending March 28, 2018. She explained that the criteria for appointment was similar to APRC's other Committees and Subcommittees: three-year terms, residency within Ashland City limits and development of bylaws. SPAC applications would be presented to the Commissioners on Monday, April 23, 2018.

**Jackie Bachman**, ASPAC Chair, was called forward to field questions regarding the proposal.

Heller noted that it would be helpful to advertise broadly to ensure that Ashland residents were informed about the opportunity. Dials stated that a promotion plan had been developed by the APRC Promotions Division.

Landt proposed an amendment to the appointment process, stating that the purpose would be to forward Committee recommendations to the Ashland Parks and Recreation Commissioners regarding matters related to the Ashland Senior Program. He noted that making that change would ensure that the Committee was following the protocols established for all APRC Committees and Subcommittees.

**Motion:** Landt moved to approve the recommendations as amended. Lewis seconded.  
The vote was all yes.

Gardiner noted that **Jim Bachman** had not been called forward during Public Comment. He invited Bachman to speak.

**Jim Bachman** of Ashland, Oregon, was called forward.

Bachman talked about the Parks Commission Special Meeting of August 9, 2017, at which Commissioner Landt suggested the formation of a Senior Program Advisory Committee. The Ad-hoc Committee was formed and had researched and brought into public discussion a plan to ensure a successful senior program. Bachman affirmed his support for a permanent, standing SPAC and stated that those currently on the Commission should remain on the Commission to see the project through.

Bachman stated that he had been concerned initially that there had not been sufficient input from Ashland seniors regarding APRC-initiated changes at the Senior Program. He noted that ASPAC had completed its research and in the process had developed a vision for an exceptional Senior Program.

Bachman emphasized that the Commissioners and APRC staff had demonstrated their commitment to improve Ashland's senior services. He appreciated the Commissioners' willingness to collaborate with ASPAC as the process unfolded. Bachman reiterated his opinion about the importance of retaining current Commissioners so they could follow through and ensure that ASPAC's recommendations were implemented.

Dials announced that the final ASPAC meeting would be held on March 12, 2018.

***a. Calle Guanajuato Lease Agreements for 2018 Season (Information / Action)***

Dials noted that each year, the Commissioners were asked to approve seating agreements for outdoor dining and artisan displays during the tourist season along the Calle. This year, nine applications for outdoor space were received. Dials detailed the requests for representation on the Calle as follows:

Sesame	588 sq. ft.	7 days per week
Ex Nihilo	210.5 sq. ft.	5 days per week
Little Tokyo	330 sq. ft.	7 days per week & 143 sq. ft. for 5 days
Louie's	577.5 sq. ft.	7 days per week
Ostra's	141 sq. ft.	7 days per week
Oberon's	120 sq. ft.	7 days per week
Greenleaf	345.75 sq. ft.	7 days per week
Mix Bake Shop	98 sq. ft.	7 days per week
Lithia Artisans	2300 sq. ft.	2 days per week

Dials displayed a map of the spaces, highlighted in different colors per category. The fees for the 2018 season remained the same as those for 2017: \$8.00 for (7) seven days per week, or \$5.00 for (5) five days per week. The Lithia Artisans Market would pay \$5.50 per square foot for (2) two days per week. She asked that the Commissioners approve the boundary map, the specified season and the nine applications for outdoor space.

Discussion

Landt clarified the two spaces that would be shared. After a brief discussion, where it was determined that there were no changes over the prior year, Gardiner called for approval.

**Motion:** Landt moved to approve the season for 2018 beginning March 12, 2018, and ending November 11, 2018. Heller seconded.

The vote was all yes.

**Motion:** Landt moved to approve the nine seating applications as presented. Heller seconded.

The vote was all yes.

**Motion:** Landt moved to approve the boundary map for 2018 as presented. Miller seconded.

The vote was all yes.

Discussion

Landt stated that in 2017 it had been decided that the seasonal Calle fees would be adjusted pending an appraisal. He reiterated his belief that the fees were below market value. He said reflecting actual market value of the spaces was appropriate given the commercial nature of the seasonal enterprise. Landt asked staff to obtain an appraisal for Commissioner review prior to the 2019 season. If a disparity became apparent based on the appraisal, fees could be adjusted accordingly. Landt commented that the fees needed to become consistent and predictable.

Gardiner noted that the fees were not listed in the Calle policy. In response to a question by Gardiner, Dials noted that the fees were listed on the applications.

Lewis inquired about a motion approving the fees. Landt replied that the fees had been set the prior year without a stated expiry. In his opinion, no vote would be necessary under those circumstances; however, if a change occurred, a vote for approval would be apropos.

Heller talked about the challenges inherent in calculating market value for an appraisal. Examples such as a late start to the season because of inclement weather or other extraordinary occurrences were provided. He stated that an awareness of the potential variables might be taken under consideration.

Gardiner directed staff to present an appraisal on or before January 2019 to allow time for review.

## SUBCOMMITTEE AND STAFF REPORTS

- *Trails Master Plan*

McFarland reported that the Trail Master Plan 10-year update was moving forward: narratives were being written, existing chapters updated and new chapters added. He stated that three or four new chapters were underway based on property acquisitions and trails development over the past ten+ years.

McFarland stated that the Committee projected completion of the draft manuscript by June 2018. It would then be forwarded to the formatting editor / graphic artist, then returned to the Committee for a final review and completion. When those processes were finished, the updated Master Plan would be presented to Ashland City Council for approval and incorporation into the City's Comprehensive Plan.

Lewis noted that Committee members Steve Jensen and Luke Brandy were charged with bringing the chapters together for consistency and the results so far had been outstanding.

- *Bear Creek Greenway*

Gardiner indicated that the Bear Creek Greenway Foundation board was collaborating with APCR and Ashland's Public Works Department to determine the best route for the Greenway from Oak Street to North Mountain Avenue. He stated that the current terminus was Nevada Street and the proposed route would end at the Verde Village subdivision.

- *Ashland Parks Foundation*

Miller announced that Ashland Parks Foundation was currently accepting grant applications. Programs for youth were the primary focus but applications could be submitted for other purposes relevant to the Ashland Parks system. He encouraged potential applicants to go to [AshlandParksFoundation.com](http://AshlandParksFoundation.com) for further information.

- *Park Views*

Gardiner stated that a column about ASPAC would be postponed until the Committee had completed its work. He asked for volunteer writers for March and April.

Heller noted that the Bee City USA Subcommittee was prepared to talk about citizen involvement with the pesticide issue. He volunteered to write an article on pesticide use within the APCR system with support from staff.

Miller volunteered to provide an April Park Views column about annual Ashland Parks Foundation grants.

## ITEMS FOR COMMISSIONERS

There were none.

## UPCOMING MEETING DATES

- Ad-Hoc Senior Program Advisory Committee, March 12, 2018 @ Council Chambers, 1175 E. Main, 3:15 p.m.
- Study Session, March 19, 2018 @ The Grove, 1195 E. Main, 5:30 p.m.
- Regular Meeting, March 26, 2018 @ Council Chambers, 1175 E. Main, 7:00 p.m.

Landt stated that he would not be attending the Study Session on March 19<sup>th</sup>.

## ADJOURNMENT

There being no further business, the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions and Regular meetings are digitally recorded and available upon request.

City of Ashland  
PARKS AND RECREATION COMMISSION  
TRAIL MASTER PLAN UPDATE COMMITTEE  
MEETING MINUTES  
March 9, 2018

**PRESENT:**       **Parks Commissioners:** Jim Lewis, Mike Gardiner  
                  **Additional Committee Members:** David Chapman, Torsten Heycke  
                  **City and APCR Staff:** Interim Parks Superintendent Jeffrey McFarland; GIS Analyst Lea Richards  
                  **APRC Minute-taker:** Betsy Manuel

**ABSENT:**       Committee members Luke Brandy, Chis Chambers, Stephen Jensen, Jim McGinnis: Director Black

**I.       CALL TO ORDER**

Chair Chapman called the meeting to order at 10:00 a.m. in the Siskiyou Room – 51 Winburn Way, Ashland, OR.

**II.       APPROVAL OF MINUTES**

**a.   February 23, 2018**

Approval of the Minutes for February 23, 2018 was postponed until the next regularly held meeting.

**III.      PUBLIC PARTICIPATION & GUEST SPEAKERS**

•   **Open Forum**

Chapman noted that public comments dated February 16, 2018 had been included in the packet for review. He stated that the commentary was accompanied by the detailed reply by Interim Parks Superintendent Jeff McFarland.

**IV.      ADDITIONS OR DELETIONS TO THE AGENDA**

•   **Ashland Canal Piping Project Advisory Committee**

Richards noted that the Ashland Planning Department was spearheading a project to pipe a section of the TID canal - from Starlite to Terrace Street in Ashland. She stated that an Advisory Committee was in the formative stages and a representative from the Trail Master Plan Committee would be welcomed.

Richards reported that an earlier meeting with the stakeholders along the canal had increased the City's awareness that trails in that area were controversial. Some residents were concerned that existing trails would be closed, and some were concerned that trails would lead to encroachment or loss of privacy. Other challenges included the lack of continuous easements throughout the two-mile section.

McFarland highlighted discussion with City officials regarding the project's impact on trails. He stated that APCR would be sending at least one representative to the Advisory Committee and would continue to

collaborate with Ashland's Public Works and Planning Department on the project. McFarland noted that surveyors were currently working in the area.

Kevin Caldwell commented that the Advisory group was a volunteer effort. He encouraged those interested in attending, suggesting that input from the group would be helpful during the design stage of the process.

McFarland asked about support from the City if mitigation was needed to ensure that trails remained viable throughout the project and/or new trails could be developed; Caldwell agreed. There followed a brief discussion about the possibilities for a successful outcome. McFarland stated that the TID canal corridor was referenced in the Trail Master Plan and in the City's Comprehensive Plan, outlining the possibilities for future trail connectivity.

Richards explained that a kickoff meeting was planned for Monday, April 2, 2018, from 5:30 to 7:00 p.m. and a community-wide meeting would be held on April 15, 2018, at SOU in the Arena. David Chapman agreed to attend. McFarland suggested that Jason Minica participate as the APRC representative.

## V. UNFINISHED BUSINESS

- ***Finish Committee Review/Approval of Revised Regional Trails (Chapter 12)***

McFarland noted that changes proposed at the last meeting had been reflected in the updated version of Chapter 12 – Regional Trails. Heycke proposed some minor editing changes. He suggested that removal of the identifier “Siskiyou Crest” would be appropriate, stating that it typically referred to areas outside Ashland such as the Red Buttes. Heycke commented that while the Siskiyou Mountain Club did excellent work, mention of the Club and their work in the Federal wilderness referred to trails outside Ashland's trail system. He indicated that a suitable alternative might be Siskiyou Upland Association because of the direct connection to Ashland's trails via the Jack-Ash Trail. Heycke highlighted a myriad of other organizations working in Ashland's watershed that could be included, or simply left off the list.

There followed a brief discussion about the connectivity provided by the PCT (Pacific Crest Trail) and the emphasis on Ashland's trails. It was stated that organizations work in Ashland or just outside Ashland's trail system include SOLC (Southern Oregon Land Conservancy), Siskiyou Uplands Association, Applegate Trails Association, Rogue Valley Mountain Bike Association as well as the Siskiyou Mountain Club. It was agreed that references to other organizations could be included, or left out, in the Regional Chapter, depending on whether the editor wanted to highlight trails work outside Ashland's purview.

Heycke talked about the first sentence under Creek to Crest Natural and Cultural Resources, suggesting that the paragraph begin instead with the sentence starting with the words “traveling from town to the top”. He stated that in his opinion, the Creek to Crest was not a destination in itself, rather it was accessed via the White Rabbit Trail or the Caterpillar Trail. He indicated that the Ashland Hill Climb preceded development of the trail by approximately 20 years.

McFarland explained how the Creek to Crest Trail came into being. Lewis advocated for a restructuring of the sentence without the Creek to Crest label – substituting the words “trail network” for example. He maintained that the information would be of interest to hikers.

Richard noted a reference to the Siskiyou Crest under Linkages. After some discussion, it was decided that substituting the Pacific Crest Trail would be more accurate.

The Cascade Foothills Area was reviewed and it was proposed that a description of the tax lots be deleted. Chapman noted that he had been responsible for the description as referenced. He stated that the explanation of the TID Lateral was important because of the water rights.

After some discussion, it was agreed that the paragraph could be shortened by removing the references to pastureland, the tax lots and irrigation rights.

Heycke proposed that the descriptors (*wind-swept, epic and expansive*) under Character be deleted. He suggested that references to the volcanic soil that eroded into high-clay content either be validated via a reference or removed. It was agreed that the sentence should read “The high clay content soils of this area contribute to slippage, challenging trail construction and sustainability.” Lewis noted that the volcanic nature of the soil had affected terrain.

McFarland noted that no Typical Section for the Foothills had yet been identified. It was agreed that the typical section would be TBD later when trail user types were determined.

Heycke asked for input regarding access to Grizzly Peak. He noted that Grizzly Peak was *the most prominent feature in the Cascade Foothills* – rather than accessed by the Cascade Foothills.

Richards stated that the elevation of Grizzly Peak was actually over 5700 ft. Chapman stated that his reference listed elevation at 5942 ft.

In response to a request to remove the section called Coast to Crest Trail, Chapman indicated that a list of trails and / or noteworthy features nearby might be a suitable substitute. Lewis agreed, stating that features not specific to Ashland’s hub should be specified as points of interest outside Ashland’s system. Chapman suggested that the information be moved to the section on connectivity.

Heycke suggested changing the word *transitory* to *transitional* in the sentence regarding the formation of Emigrant Lake.

Discussion about Emigrant Lake focused on the purpose of the reservoir. Gardiner noted that it provided additional storage for irrigation. It stored water from many different sources in addition to discharge from the Green Springs Power Plant.

Chapman noted that the only reason Emigrant Lake was included in the Trail Master Plan was that there had been possibilities for trail connectivity. McFarland noted that the lake was the closest point to the Pacific Crest Trail (PCT) and that a trail connecting Sampson Creek to the PCT would be advantageous.

McFarland shared a letter of support from the Selberg Institute advocating for the sale of the Imperatrice Property to Ashland Parks and Recreation, with a conservation easement to be held by SOLC. He explained that the Selberg Institute currently managed the Grizzly Peak Preserve and the Sampson Creek Preserve. The Institute was amendable to a system of trails that would enhance connectivity to Sampson Creek and Grizzly Peak.

Changes to the Jack-Ash Trail section proposed by Heycke included deletion of references to a circuitous route via the PCT. He noted that connectivity had not yet been decided. Expected Users – Wagner Glade is open to pedestrians only. It was requested to change typical users *would be* to *could be*.

## VI. NEW BUSINESS

### a. **Committee Review/Approval of Chapter 3: Recommended Trail Routes, Maps, and System**

McFarland said APRC's experience was that campers moved into the outlying areas if asked to move. He stated that campers kept APRC personnel busy and, in fact, illegal camping in areas close to Lithia Park and City boundaries seemed to be increasing. Chapman proposed removing the entire sentence.

**Motion:** Lewis moved to approve Chapter 3 as edited. Gardiner seconded and the motion carried.

### b. **Committee Review/Approval of Chapter 15: Coordination with the City Comprehensive Plan**

It was agreed that no changes were needed for Chapter 15.

**Motion:** Heycke moved to approve Chapter 15 as presented. Chapman seconded and the motion carried.

### c. **Committee Review/Approval of Chapter 17: Eastside Forestlands**

Review and approval was postponed due to time constraints.

### d. **Committee Review/Approval of Chapter 18: Westside Forestlands**

Review and approval was postponed due to time constraints.

## VII. ADJOURNMENT – 11:45 a.m.

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker  
Ashland Parks and Recreation Commission, Trail Master Plan Committee

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Subcommittee meetings are digitally recorded and are available upon online.

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** March 21, 2018

**SUBJECT:** ASPAC Recommendations (Information / Action)

---

The Ashland Senior Program Advisory Committee (ASPAC) recently wrapped up their review of the Senior Program and voted on their final recommendations for review by the Commissioners. The ASPAC was created to:

*“lead the visioning of an expanded and improved Senior Program, review information via presentations and discussions at committee meetings and make a recommendation to the Parks and Recreation Commissioners regarding the implementation of the following objectives:”*

- *For a period of three to five months, focus on re-designing the Senior Program to make it more robust and more inclusive:*
  - *Ensure that throughout the transition, core services are preserved and the Center is open and accessible for seniors for scheduled appointments and classes and for drop-in visits.*
  - *During the transition period, develop a plan for invigorating and expanding the Senior Program and present it to the Commissioners for review.*
    - *Perform multiple open house events and conduct a survey of the Ashland citizens covering all aspects of the Senior Program.*
- *Implement the plan for increasing recreation and other program offerings to better serve the senior population and revise Senior Center function.*
- *Throughout the process of reorganization and review, explore options to increase revenue to offset a portion of the costs associated with the expense of operating and maintaining the Senior Program*

The ASPAC process took place over the term of five months and six meetings. Through the process, the ASPAC organized the recommendations around the Nine Standards of Excellence developed by the National Institute of Senior Centers and the National Council on Aging. The nine standard areas range from Purpose and Planning to Program development and Fiscal/Asset Responsibility.

The ASPAC was very active in their review of the Senior Program and produced many valuable pieces of work that will be beneficial to the Senior Services Program for decades. Of note, the ASPAC has created a table of current and potential local and regional partners to work with our program to enhance services to the community. A needs analysis was also developed and published to the community as a survey. The results of the survey were fundamental in creating the recommendations and will be available for review and analysis even after the ASPAC is finished.

With regard to the specific recommendations, there are a total of 34 unique recommendations ranging the nine Standard of Excellence Categories. Of the 34 recommendations, four have already been reviewed and approved by the Commissioners. Those are:

**3.(a)** Create a standing Senior Program Advisory Committee (SPAC), including an application and appointment process and bylaws. This Advisory Committee will report and make recommendations to APRC. **(ASPAC approved 2/12/18, APRC approved 2/26/18)**

**4.(a)** Develop Program and Superintendent Job Description for Senior Services Division.

**(ASPAC approved 1/8/18, APRC approved 1/22/18)**

**4.(b)** Begin job search ASAP, including senior community and SPAC members in panel interviews, with the goal of the new Senior Services Superintendent beginning position July 1, 2018. **(ASPAC approved 1/8/18, APRC approved 1/22/18)**

**4.(c)** Develop and publish on City of Ashland website: organizational chart showing Senior Services as a separate Division of APRC. **(ASPAC approved 1/8/18, APRC approved 1/22/18)**

The aforementioned recommendations were deemed to be “critical” to start as soon as possible and were therefore forwarded to the Commissioners in advance of the final group of recommendations.

During the process of reviewing the recommendations with the ASPAC, there was a discussion about the merit of prioritizing the recommendations for the Commissioners. Ultimately it was decided that all of the recommendations should be presented as critical items to accomplish, with any further prioritization handled by the new Senior Services Superintendent in conjunction with the APRC Director and the Senior Program Advisory Committee.

**Recommendation**

Staff is recommending that the Parks Commissioners approve the attached 34 recommendations for the Senior Services Program.

Jackie Bachman, who was recently appointed to Ashland City Council and served as the Chair of the ASPAC, will present the recommendations on behalf of the ASPAC.

**Attachments:**

- 3/12/2018 ASPAC Official Recommendations
- Purpose and Charge of the Ashland Senior Program Advisory Committee
- Community Partners Summary

**Final Recommendations from the  
Ashland Ad-Hoc Senior Program Advisory Committee (ASPAC)  
ASPAC Meeting, March 12, 2018**

The Ad-Hoc Senior Program Advisory Committee (ASPAC) requests that the Ashland Parks and Recreation Commission (APRC) adopt these recommendations for the restructuring of the Ashland Senior Services Program.

These recommendations have been developed over a period of 5 months, by the 11 members of the Ashland Ad-Hoc Senior Program Advisory Committee and the APRC staff:

**Committee Members**

- Jackie Bachman, Citizen Member (Senior Program Patron / Chair)
- Marion Moore, Citizen Member (Senior Program Yoga Instructor / Vice Chair)
- Anne Bellegia, OLLI Representative
- Peggy Byrnes, Citizen Member (Senior Program Patron)
- Rob Casserly, Citizen Member (SOU, OLLI Program Manager)
- Katharine Danner, Ashland At Home Representative
- Mike Gardiner, APRC Commissioner
- Jim Lewis, APRC Commissioner
- Laura O'Bryon, RVCOG Representative
- Mary Russell-Miller, Citizen Member (SOU Faculty Member)
- Stef Seffinger, Ashland City Councilor

**Facilitator**

- Jon Lange, Jon Lange Consulting

**Staff Members**

- Michael Black, APRC Director
- Rachel Dials, APRC Recreation Superintendent
- Susan Dyssegard, APRC Executive Assistant

The process used to develop these recommendations involved three main components:

1. Listening to the Public, through listening sessions, surveys and public forums,
2. Using the expertise and experience of the ASPAC members, and
3. Searching out the Best Practices and National Standards of Excellence for Senior Programs.

The framework used for the ASPAC Recommendations are the 9 Standards of Excellence developed by the National Institute of Senior Centers (NISC) and the National Council on Aging (NCOA).

Our intent is that the Ashland Parks and Recreation Commission will use these Recommendations to provide direction to the APRC Director, Staff and Senior Services Superintendent to prioritize and implement.

In addition, these Recommendations, and the ASPAC Senior Services Resource Notebook provided, will serve as a guide for the ongoing support of the Senior Program Advisory Committee (SPAC).

## **Final ASPAC Recommendations for the Senior Services Program**

### **1. Purpose and Planning**

- a) Create a collaborative vision for Ashland's future Senior Services Program that aligns with APRC and City Council Goals.
- b) Revisit the mission statement, with the new Senior Services Program Description in mind, to determine need for revisions.
- c) Develop a planning document with goals, objectives and action plan that align with the vision and mission statement.
- d) Review the results of public input and the community needs survey and evaluate feasibility of adopting frequently suggested ideas.
- e) Produce an annual report of accomplishments, based on the planning document.

### **2. Community Connections**

- a) Identify current and possible collaborative community partners.
- b) Create cooperative agreements for use between the Senior Services Program and community partners.
- c) Define and document how the information and referral process is made available to seniors.
- d) Define and document how outreach services are facilitated by the Senior Services Staff.
- e) Train Senior Services Staff in how to facilitate outreach and referral services.
- f) Create a marketing plan, using the Marketing & Communications Handbook for Councils on Aging and Senior Centers as a reference guide.

### 3. Governance

- a) Create a standing Senior Program Advisory Committee (SPAC), including an application and appointment process and bylaws. This Advisory Committee will report and make recommendations to APRC. **(ASPAC approved 2/12/18, APRC approved 2/26/18)**
- b) Explore alternative funding sources including establishing a 501(c)(3) exclusively for the Senior Services Program.

### 4. Administration and Human Resources

- a) Develop Program and Superintendent Job Description for Senior Services Division. **(ASPAC approved 1/8/18, APRC approved 1/22/18)**
- b) Begin job search ASAP, including senior community and SPAC members in panel interviews, with the goal of the new Senior Services Superintendent beginning position July 1, 2018. **(ASPAC approved 1/8/18, APRC approved 1/22/18)**
- c) Develop and publish on City of Ashland website: organizational chart showing Senior Services as a separate Division of APRC. **(ASPAC approved 1/8/18, APRC approved 1/22/18)**

### 5. Program Development and Implementation

- a) Current activities—Food & Friends, Gentle Yoga, Line Dance for Seniors, Tai Chi for Seniors, Card Games, etc.— should remain at the 1699 Homes Avenue location under the supervision of the Senior Services Superintendent.
- b) Explore Transportation options for seniors coming to and going from the Senior Services Program.
- c) Explore providing more frequent Field Trip experiences for seniors.
- d) Provide more classes for older seniors (80+), especially in the areas of Aging in Ashland, Long-Term Care Planning and End of Life.
- e) Pursue funding for the incorporation of intergenerational equipment and programs existing in Ashland parks, starting at Hunter Park. Example: playground/play space within sight and earshot of exercise stations that encourage balance and mobility in seniors. Walking paths can be suited for scooter-bound seniors and children on bikes.

### 6. Evaluation

- a) Write the Ashland Senior Services Program's evaluation plan, using outcome- based evaluation, including baseline data, intended results, actual results and how information was used in an improvement process.

## 7. Fiscal and Asset Responsibility

- a) Establish a Senior Services Budget that fully funds the required staff, including a Senior Services Superintendent, a full-time coordinator, and office support so the Senior Services Center is always covered by some staff. **(ASPAC approved 2/12/18)**
- b) Track Senior Services Budget on a monthly basis.
- c) Create disaster recovery or business continuity plan (Ex: Fire, Flood, Earthquake)

## 8. Records and Reports

- a) Create a quarterly statistical report on programs and services.
- b) Create a general participant record form and database.
- c) Develop a list of clients who are using and/or eligible to use specific senior services and programs. Include qualification guidelines for each service. Ex: bus passes
- d) Establish a plan to record and document Senior Services contacts. Consider using ADRC's guidelines for record-keeping techniques.
- e) Write policy and procedures manual, including a confidentiality policy.

## 9. Facility

- a) Explore the use of Capital Improvement Project (CIP) Funds to build a separate classroom building that can stand alone, is near the current Senior Services Center, provides space for classes and can be rented out when not in use by the Senior Program.
- b) Investigate the addition of adult playground equipment at Hunter Park as a pilot for adding similar equipment in other Ashland parks.
- c) Encourage the Parks Division to formulate a long-range overall plan for the utilization of Hunter Park that includes a recognition of expanding senior needs.
- d) Develop a preventative maintenance schedule.

## **BYLAWS of the AD HOC SENIOR PROGRAM ADVISORY COMMITTEE**

### **Purpose and Charge**

As the ad hoc Senior Program Advisory Committee (the “ASPAC”), lead the visioning of an expanded and improved Senior Program, review information via presentations and discussions at committee meetings and make a recommendation to the Parks and Recreation Commissioners regarding the implementation of the following objectives:

- *Reposition operational oversight and management of the Ashland Senior Program back to the Recreation Division of APRC*
- *For a period of three to five months, focus on re-designing the Senior Program to make it more robust and more inclusive:*
  - *Ensure that throughout the transition, core services are preserved and the Center is open and accessible for seniors for scheduled appointments and classes and for drop-in visits.*
  - *During the transition period, develop a plan for invigorating and expanding the Senior Program and present it to the Commissioners for review.*
    - *Perform multiple open house events and conduct a survey of the Ashland citizens covering all aspects of the Senior Program.*
- *Implement the plan for increasing recreation and other program offerings to better serve the senior population, and revise Senior Center functions, staffing and job descriptions accordingly.*
- *Throughout the process of reorganization and review, explore options to increase revenue to offset a portion of the costs associated with the expense of operating and maintaining the Senior Program*

The ASPAC will serve the Commissioners of APRC in making recommendations on the aforementioned objectives. The ASPAC will be appointed by the Chair of APRC and will serve for a period of about three – five months while reviewing information and forming its recommendations. At the point when the ASPAC officially make its recommendation to the Commissioners, the ASPAC’s duties shall be fulfilled. APRC may provide a facilitator to help manage meeting topics and organize the ASPAC’s agendas and final recommendation.

### **Appointments and Makeup of ASPAC**

The Commission Chair shall have the authority to appoint the members of the ASPAC. The makeup of the members shall be as follows:

1. APRC Commissioner
2. APRC Commissioner
3. City Councilor
4. Ashland at Home Representative
5. OLLI Representative
6. RVCOG Representative

7. Citizen Member
8. Citizen Member
9. Citizen Member

### **Staff Liaisons**

1. APRC Recreation Superintendent, Rachel Dials
2. APRC Director, Michael Black
3. City Administrative Staff Representative (as needed)

### **Election of Officers and Scheduling**

**Chairperson and Vice Chairperson.** At the first meeting, the ASPAC will elect a chair and vice chair by motion. The chairperson will convene and preside over meetings of the ASPAC. The chairperson must be a member of the ASPAC. The vice chairperson will act as chair pro-tem in the absence of the chair and must be a member of the ASPAC.

**Agendas and Scheduling.** The chairperson will work with staff representatives and the facilitator, if one is used, to organize meeting agendas and propose schedules for meeting.

## ASHLAND SENIOR SERVICES COMMUNITY PARTNER OPPORTUNITIES

The Community Partners subcommittee of the Ad Hoc Senior Program Advisory Committee consisting of Laura O’Byron, Anne Bellegia, Rob Casserly and Katharine Danner have considered current and possible future community partnership opportunities. These are listed below and organized by Best Practice area, as identified by the National Institute of Senior Centers. In addition, we have described some partnerships that might provide funds for program operations and enhancements. We anticipate that the incoming Senior Services Superintendent will evaluate the feasibility of these and prioritize for implementation those that will advance the mission of the Ashland Senior Services Division, subject to approval by the Parks and Recreation Director and Ashland Parks and Recreation Commissioners, and in concert with City of Ashland policies and procedures. Our subcommittee team members are available to amplify on the brief descriptions and facilitate partner introductions.

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
<b>Information &amp; Referral Services</b>	Rogue Valley Council of Governments (RVCOG) Senior & Disability Services	Referrals to the Agency and Disability Resource Connection (ADRC) for information & referrals; ADRC on site	Staff training; classes on how to use the ADRC; add link to ADRC website and phone number on Senior Program website
	Southern Oregon University (SOU)		Encourage development of navigator certificate program and utilize interns, if implemented
<b>Financial and Benefits Assistance</b>	City of Ashland Utilities Department	Senior Program processes applications for utility assistance programs such as ALIEAP, HEAT and senior utility discount	Increased publicity about this service
	SHIBA (Senior Health Insurance Benefits Assistance)	Appointments scheduled at the Senior Center every Friday for answers to questions about health insurance and Medicare.	Include phone number on website for directly contacting SHIBA through Community Volunteer Network on other days

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
	Oregon Money Management Program		Arrange presentation to explain how this program of personalized money management assistance works
	Realtors		
	AARP Tax preparation assistance		Add a volunteer at the Senior Center or help transport seniors from the Center to the Grove where program is now offered
	Realtors		Presentation on downsizing
	SOU and Oregon Health Sciences University (OHSU)		Possible income for seniors from room rentals to students attending SOU and the OHSU nursing program
<b>Meals Programs</b>	RVCOG Senior & Disability Services	Food & Friends program: congregant meals at the Senior Center and distribution point for home-delivered meals	Continue; help recruit drivers to expand meal delivery
	Ashland Emergency Food Bank	Food boxes available by request	Continue, seek additional nutritional support
	The Hawk Dining at SOU		Community Meal Plans can range from \$7-\$8 per meal for all-you-can-eat
	Uncle Food's Diner		Add availability of this meal assistance option to Senior Services Program website

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
<b>Employment Assistance</b>	Ashland Chamber of Commerce		Job fair for seniors; host Greeters at the Senior Center to highlight value of senior workers (and their value as customers)
	SOU and Rogue Community College		Identify certificate programs that can prepare seniors who wish to return to work in new fields
	Places of worship or residential care facilities		Adult day care programs so spouses or adult children can work
	Employer Human Resource departments		Raise awareness of family caregiving stress and encourage flexible hours; some may consider adult day care on site
<b>Social Opportunities</b>	City of Ashland Fire & Rescue	Thanksgiving dinner	Continue
	Retirement communities		Luncheon for group from Senior Center (with transport provided) or provision of refreshments for parties at the Senior Center
	Dobra Tea		Afternoon tea service at Senior Center
	Ashland Elks, Kiwanis, Lions, Newcomers		Presentation at Senior Center on club benefits
	AARP		Underwriting for bus transport to annual Vital Aging Conference; free lunch included
	YMCA		Dances at Y, with transport to/from
	ScienceWorks		Free admission for group from Senior Center when new exhibits open; possible refreshments

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
	Bravo Outings (or other tour operators)		Field trips
<b>Community Action Opportunities</b>	City of Ashland Fire & Rescue		Are You Ready presentation
	RVCOG Senior & Disability Services		Attending or joining Senior Advisory Council or Disability Advisory Council
	League of Women Voters		Presentation at Senior Center on ballot issues
<b>Volunteer Opportunities</b>  Volunteering has been shown to provide many health benefits for seniors	RVCOG Senior & Disability Services		Train to become a facilitator for Living Well or Powerful Tools for Caregivers; ADRC database support, Disaster Registry database support
	Food & Friends	Meal site assistance and delivery	Continue
	Community Volunteer Network		Connects volunteers to varied volunteer roles including Age Wise Age Well peer counselors, SHIBA, Call-A-Ride, Respite Care
	Jackson County Non-Profits		See listing of wide variety of volunteer opportunities at <a href="http://jacksoncountynonprofits.org">jacksoncountynonprofits.org</a>
	Ashland Chamber of Commerce		See listing of Ashland service clubs at <a href="http://www.ashlandchamber.com/Page.asp?NavID=830">http://www.ashlandchamber.com/Page.asp?NavID=830</a>
	Ashland Newcomers		See listing of volunteer opportunities at <a href="http://ashlandnewcomers.com/volunteer/">ashlandnewcomers.com/volunteer/</a>

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
<b>Educational Opportunities</b>	Osher Lifelong Learning Institute (OLLI)	Cross-promotion with Parks and Rec in respective catalogs; invitations to free public lectures and OLLI Open Houses	OLLI rental of classroom space at Senior Center and/or elsewhere in Hunter Park; OLLI instructors invited to present at the Senior Center; promotion of member scholarships
	SOU		Senior Audit Program lets those age 65+ audit SOU courses at no cost, with instructor permission and 1-year Oregon residency
	Age Friendly Innovators		Presentations on fall prevention, in-home safety, home barrier removal, useful assistive tools
	ASHMUG (Ashland Mac Users Group)		Presentations on new Apple technology, assistance with usage
	Ashland Public Library		Publicize free lectures at the library
	Oregon State University Southern Oregon Research and Extension Center (SOREC)		Classes and lectures at Hanley Farm, if transportation possible, or solicit presenters to reprise classes at the Senior Center
	Multiple community facilities (schools, library, other)		Seek additional classroom space that will allow for additional presentation opportunities under the auspices of the Senior Services Program
<b>Arts &amp; Humanities Programming</b>	The Britt	Free evening concert in summer	Continue and seek additional concert freebies and discounts
	Camelot Theatre		May provide discounts through Senior Program or offer a fundraiser performance

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
	Oregon Center for the Arts at SOU		Free or discounted tickets for seniors for plays, musical performances
	Schneider Art Museum		Free public admission; guided group tours possible
	Jefferson Public Radio		New studio space for audiences for live performances
	Ashland High School Theatre		Senior discounts; may offer free tickets
	Ashland Art Center		Resource for art experience and education, including hands-on art classes, with scholarships for low-income seniors (scholarship fund might be expanded by The Haines Foundation)
	Ashland Public Library		Presentation at Senior Center on how to use Hoopla and Library2Go
<b>Transportation Services</b>	AARP	Smart drivers course	Car Fit, We Need To Talk
	City of Ashland Public Works Department	Purchase of bus passes (Valley Lift, 62+ bus passes)	Continue
	Soroptimist of Ashland		Revisit their former support of transportation services
	Community Volunteer Network formerly known as RSVP (Retired Seniors Volunteer Program)	Information about Call-A-Ride for 60+ to medical appointments. No fee. Cannot be on Medicaid or Oregon Health Plan	Continue

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
	Rogue Valley Transportation District	Information on and application for Valley Lift, a shared ride, curb-to-curb service with minimal one-way charge	Continue
	AllCare Coordinated Care Organization		Ready Ride for AllCare members to medical appointments
	Butler Ford, TC Chevrolet, Lithia Motors		Explore possibility for donated van
	First Student, Ashland School District		Explore possibility for renting buses for outings
	Cascade Shuttle, other taxi services		Explore discounted rates
	Uber		Investigate whether they will offer non-emergency medical transportation service in this area paid for by Medicare or Medicaid
<b>Health &amp; Wellness (including safety)</b>	City of Ashland Fire & Rescue, banks, utility companies, postal workers		Gatekeeper training on how to spot fraud, abuse and neglect, when and how to report
	City of Ashland Police Department	Regular check-ins; programs on public safety, e.g. fraud	Continue and add Gatekeeper training

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
	Soroptimist of Ashland	Partial underwriting for foot clinic held at Senior Center once per month	Continue
	Alzheimer's Association	Free caregivers program held once a month at the Senior Center	Continue
	RVCOG SDS		Workshops: Living Well With Chronic Pain (English & Spanish), Living Well with Diabetes, Powerful Tools for Caregivers; PEARLS, Reach Out
	Oregon State University Extension (SOREC)		Better Bones & Balance program
	Age Friendly Innovators		Falls Prevention home assessments
	Coordinated Care Organizations		Wellness programs
	YMCA, Baxter's, 24 Hour Fitness, SNAP, other gyms		Exercise and fitness classes, trainers, discounts
	Asante and Providence		Health and wellness educational programs and services
	CERT		Map Your Neighborhood (opportunities to know and be known by your neighbors)
	OHSU nursing students at SOU		Internship opportunities

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
	Ashland Institute of Massage (school and clinic) Family Massage Education Center, Imani Institute of Cosmetology		Inform Senior Program attendees of special pricing for treatments by program students; explore ongoing discounts
<b>Intergenerational Opportunities</b>	Ashland School District		Ashland High School Senior projects, Interact and Key Club projects, Seniors in Schools, Walker School student interactions at Senior Center
	Cyber Seniors		Program for high school students to teach seniors how to use computers, YouTube, Facebook and other social media.
	Head Start		Grandparenting children at Head Start
	Community Volunteer Network		Foster Grandparent Program
	Boy and Girl Scouts		Activities for seniors by youth and by seniors for youth
	SOU		Psychology, Computer Science, Education student projects and internships at Senior Center and with individual seniors. Student Clubs, Honors College, etc. doing projects with/for seniors

\*Partnerships that were in place as of October 2016

## Ashland Senior Services Community Partner Opportunities

Area	COMMUNITY PARTNER	PRESENT PARTNERSHIPS*	FUTURE PARTNERSHIP OPPORTUNITIES
<b>Revenue Possibilities</b>	Ashland Chamber of Commerce	Marketing and promotion partnership	Discounts from business members that are available with a Senior Program membership card to give card value; membership free to those with reduced means; explore advertising or sponsorship opportunities in an enhanced Senior Services newsletter
	Senior living organizations	Brookdale, Suncrest Place, Home Instead sponsor events and presentations	Expand number of partners in this area who may provide sponsorship support
	Area restaurants		Fundraiser dinners with discounted meal costs
	Bravo Outings		Field trip operator might share trip revenue with Senior Program
	Oak Knoll Golf Course		Use clubhouse for a fundraiser
	Antique buyer  Millard Auction (or other)  City of Ashland  Various local organizations		Bring in valuables; senior gets part of revenue or may donate, buyer shares cut with Senior Program  Seniors and other community members wishing to support the Senior Services program donate items for auction  Social Services grant  Room rental fees

\*Partnerships that were in place as of October 2016

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** March 21, 2018

**SUBJECT:** Senior Services Program Budget (Information / Action)

---

Another agenda item tonight was focused on the 34 recommendations of the Ashland Senior Program Advisory Committee (ASPAC). This item is related to at least one of those 34 recommendations which has been prioritized by the ASPAC. This agenda item will focus on recommendation of an operating budget for the new Senior Services Program.

With this recommendation, the ASPAC is asking the Parks Commissioners to approve a recommended budget that is expanded from the approved budget for the last year of this biennium (2018 – 2019). In fact, the recommended budget is nearly \$124,000 more than the previously approved budget. It is important to realize, however, that the increase in budget is a result in the increase in job duties of the new superintendent of the Senior Services Program and the addition of a full-time Senior Services Coordinator.

### **Senior Services Superintendent - \$36.94 - \$44.90/hr**

On January 22<sup>nd</sup> of 2018 the Parks Commissioners approved the job description of the Senior Services Superintendent. This job description emphasizes the increased responsibility and coordination that will be the new superintendent's responsibility. The person to fill the position will need to be a leader who can organize, coordinate and advocate for senior services within the City of Ashland.

## **Senior Services Coordinator - \$27.50 - \$33.59/hr**

The Senior Services Coordinator is a separate position from the Senior Services Superintendent and would be responsible for the day-to-day coordination of meetings, activities and other day-to-day operations at the Senior Center and other locations where APRC senior services programs are offered in Ashland. This position will be key in creating adult and senior programming within our community. This position will also assist with marketing and promotions of those programs which is a normal requirement of this position. Although they will be operating out of the Senior Center, and will have day-to-day duties required at that location, this position will also be part of the programming staff for the Recreation Division and will need recreation programming experience. This is a key point in this proposal, since a fair portion of the expense of the increase in the senior services budget will be covered by recreation funds.

### **Cost Breakdown**

The attached budget worksheet shows the line item detail of the proposed budget compared to several fiscal years previous. According to the proposed budget, the largest increase in expense will be in the personnel line item. The increase - \$79,000 - is predominantly attributed to the addition of the coordinator position. Since personnel costs will increase, so will fringe benefits. The increase in fringe benefits is nearly \$39,000. The remaining \$7000 of the total increase is attributed to materials and services including an increase in training, programming and advertising.

It is also important to note that we are creating the budget based on the more expensive Oregon Tier 1 benefit package. The difference between tier 1 and tier 3 benefits is large. We are using the higher number for planning purposes due to the fact that we are looking for an experienced Senior Services Superintendent, and it's always wiser to estimate higher. If the employees who are hired for these new positions are tier 1 employees, then we have planned appropriately. If by chance the employees come from the private sector or are newer to Oregon PERS then we will realize a savings in the fringe benefits portion of this budget.

### **Revenue options**

Ashland Parks and Recreation administrative staff have been working diligently for months to reorganize the Senior Services Program to provide an increase in services to the community. In order to do this, budget revenues had to be identified to fund the increased cost of the program.

APRC does not have surplus cash that we can access to fund this new program. All revenues within the APRC budget also have an associated expense. In order to find the revenues, we had to review all line items within our budget and determine areas where we could potentially cut services or realize other kinds of budget savings in order to fund the increase in this program. APRC administrative staff has been diligent in working with me to identify these areas. The following information summarizes the reductions in services and budget that will allow for the funding of the increased cost of the Senior Services Program.

## **Personnel**

The Parks Division has agreed to reduce one full-time position to part-time and reevaluate contract employees for a total surplus of \$50,000. The Administration Division has identified \$10,000 through reductions in part-time staff that can be combined with the Parks Division revenue. The impact of the reductions in Parks and Admin will be absorbed by existing personnel. The \$50,000 reduction in Parks is intended to be a temporary revenue source. After the first year of operations of the Senior Services Program, we will have a better idea on the cost savings and revenue that can be created in the program. This will largely be the responsibility of the new Superintendent to identify areas where revenue can be earned while providing increased senior services that include recreation programming and potential savings within the proposed budget.

The Recreation Division has identified \$70,000 of funding that can be used for the Senior Services Coordinator position. This funding is specifically for the coordinator position for the following reason: The Senior Services Coordinator will also function as the adult programming coordinator for recreation. Although the Senior Services Coordinator will be housed at the Senior Center, and will have specific duties related to senior services, this position will also function as a liaison to the Recreation Division and will be responsible for envisioning and creating new programming for the adult community.

In this specific situation, different from the Parks budget reductions, the Recreation Division has identified an area within their budget where they have seen savings due to strategic planning. In the 2018-19 ice rink season, the Recreation Division budgeted fully to fund an Ice Rink Supervisor. Through strategic planning and suggestions from the performance audit, the decision was made to merge the Ice Rink Supervisor position with the Golf Course Assistant Manager position.

This action has resulted in a significant reduction in the requirements of the Recreation Division's personnel budget. This combined with other savings by sharing the responsibility of planning and programming adult recreation with the Senior Services Coordinator has led to the budget savings reported above.

The revenue from recreation to the Senior Services Program will be permanent so long as the Senior Services Coordinator provides adult programming services in coordination

with the Recreation Division.

In total, as the table below illustrates, APRC administrative staff have identified \$130,000 through reductions in services as well as savings realized through strategic planning.

Budget Reductions/Savings		
Admin. Division	\$	10,000.00
Parks Division	\$	50,000.00
Recreation Division	\$	70,000.00
	\$	<u>130,000.00</u>

**Recommendation**

I am recommending that the Parks Commissioners approve the proposed increase in budget for the Senior Services Program. The increase in expenses are necessary to fulfill the recommendations of the ASPAC to improve the senior services within the Ashland community. Revenues will be required to offset the increased expenses. Staff has demonstrated in this report that those increased expenses can be offset by \$130,000 of reductions and reallocation of revenues.

**Possible Motion**

I move to approve the recommended budget for the Senior Services Program and the associated revenue allocations as presented in this report.

Attachment: Proposed 2018 – 19 Senior Services Program budget



Coordinator	\$	26.05	\$	23.79	\$	21.47
<b>Proposed Position</b>		<b>Top</b>		<b>Mid</b>		<b>Bottom</b>
Senior Manager (halfway between manager and super)	\$	39.25	\$	35.52	\$	32.22

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** March 21, 2018

**SUBJECT:** Lithia Park Master Plan Draft Foundation Report

---

As part of the Lithia Park master planning process the consultants were scheduled to present to the Parks Commission in March. I'm glad to announce the consultants will be here to present the draft Foundation Report to the Parks Commissioners and the public on March 26.

From the **Draft** Foundation Report:

*"This Foundation Report summarizes information provided to the consulting team and adds our field observations and information gathered during many interviews with APCR Commissioners and staff and stakeholders. It will serve as the foundation for the APCR, Ashland community, and the design team as we move forward with the creation of concepts and a preferred alternative vision for Lithia Park's next 100 years."*

Attachment: Draft Foundation Report



## Foundation Report

### Introduction

Lithia Park, one of the first landscapes to be listed in the National Register of Historic Places in Oregon, has been Ashland's jewel for more than 100 years.

The park has its roots in the Chautauqua Movement. These gatherings took place around the country to exchange ideas about current events, religion and the arts in outdoor settings, and spread to Ashland in 1893. The park exemplifies the strength and determination of early Oregon women pioneers, especially the Ashland Women's Civic Improvement Club, who overcame strong commercial interests in the property to ensure that the public park be built and maintained for years to come.

Lithia Park gets its name from the nearby Lithia springs in Ashland, which the Springs Water Commission sought to market to travelers far and wide in the early 20<sup>th</sup> century, promoting Ashland as a health springs resort to boost tourism and the local economy. This led to hiring notable designer and parks movement leader John McLaren to design a park in Oregon that exemplified the innovative landscape architectural ideas established by Frederick Law Olmsted, designer of Central Park in New York City. McLaren himself brought his experience from designing Golden Gate Park and leading the extensive public works projects associated with San Francisco's

Panama-Pacific International Exposition to creating Lithia Park. Following the Olmsted model, McLaren's design for Lithia Park emphasized the very best of the natural landscape with just the right amount of art and design to create the type of picturesque space people thirsted for at that time.

Lithia Park is a front yard for the Ashland community. It unfolds as a series of garden rooms, formal and informal, manicured and natural. Ashland Creek and the wooded bluff along the east and north frame the lawns, ponds, playgrounds, bandshell, and rose garden, among other features, which appear to have been carved from nature herself. Paths wind through while the roads wrap around, all following the curvilinear form created by the creek and valley. Guided by McLaren's original plans, park superintendent and landscape architect Chester Corry labored over the course of many decades to enhance the natural beauty of this landscape and create a world-class park for Ashland.

Lithia Park has a combination of natural, semi-natural, and garden design features. Its strategic location along Ashland Creek links downtown with the woodlands and mountains south of the city, and with Bear Creek and the Rogue River to the north. At the north end of the park, where it meets downtown Ashland, the Park is

garden like, and cultural features dominate. As one moves through the park generally south and southeast, natural features, particularly Ashland Creek, its riparian vegetation, and the steep wooded bluff that flanks the park on its eastern side. By the time one reaches the southernmost portion of the park, natural features are dominant.

### The Next 100 Years

Lithia Park's spirit of place is palpable and evident to anyone who walks through or sits under its canopy of trees alongside the banks of Ashland Creek. The goal of this project is to help the community envision what the next 100 years will look like. To that end, the master plan will not focus on proposing major new changes but rather on preserving what resonates and only changing things that will benefit the character and health of the park. The master plan seeks to encompass the original elegance of McLaren's features and the naturalistic adaptations implemented by Corry. Reflected in the efforts of these two influential designers is a park developed for the surrounding community which embraces an evolution of strong environmental values rooted in the region's history.

Ashland's recently adopted Climate & Energy Action Plan articulates that by 2050, Ashland will "be a resilient community that has zero net greenhouse gas emissions, embraces equity, protects healthy ecosystems, and creates opportunities for future generations", reflecting the community's multi-layered view of sustainability.

Creating a more sustainable built environment is a complex enterprise, requiring both the cartographer's broad perspective and the geologist's intense focus. This park is beloved and a reflection of Ashland's revered history, so this plan will provide its stewards with the tools they need to care for a historic place that has a special resonance. We understand how that involves deep understanding,

community conversations, and subtle changes to design and maintenance to amplify what makes this landscape so special.

### Master Planning Process

In November 2017, APRC launched the 18-month Lithia Park Master Plan process. This master plan will guide the management of the resources, facilities and visitor experiences over the next 100 years, ensuring that Lithia Park continues to shine as Ashland's jewel. APRC's selected team of consultants is led by the Portland office of MIG, Inc. and includes local experts with previous experience in Lithia Park and the region. The team possesses well-rounded expertise in landscape architecture, cultural landscapes, restoration ecology, water resources, biological resources, civil engineering, structural engineering, public gardens, parks and recreation planning and programming, and community engagement to meet the complex needs of Lithia Park and this master planning process.

Lithia Park is the jewel in Ashland's crown. Admired by professionals and appreciated by all who visit, Lithia Park in many ways embodies public parks at their best. Recognizing, understanding and respecting the genius loci of Lithia Park is critical to be successful in creating a plan that can endure for decades. Together, APRC staff and commissioners, the Ashland community and the consulting team will develop the Lithia Park Master Plan.

The master plan process includes three primary phases, as shown in the figure on the following page. The "Strategic Analysis of Lithia Park" phase, which includes this Foundation Report and will be complemented by in-person and online public engagement activities, began in December 2017 and will continue through April 2019, setting a base of knowledge for the master planning process. During "Design Week", occurring between June 12-15, 2018, the Master Plan team will develop concepts and alternatives in an open

Phase		2017	2018	2019
1	Project Initiation and Preparation	V O N		
2	Strategic Analysis of Lithia Park	O M O		
3	Design Week -- Transparent Concept Development		A P R I L Design Week June 12-15	
4	Master Plan Development and Refinement			A U G

studio setting with input from APRC and the community at the Ashland Community Center. The “Master Plan Development and Refinement” phase will begin in late summer and continue through plan adoption by the APRC, anticipated in early 2019.

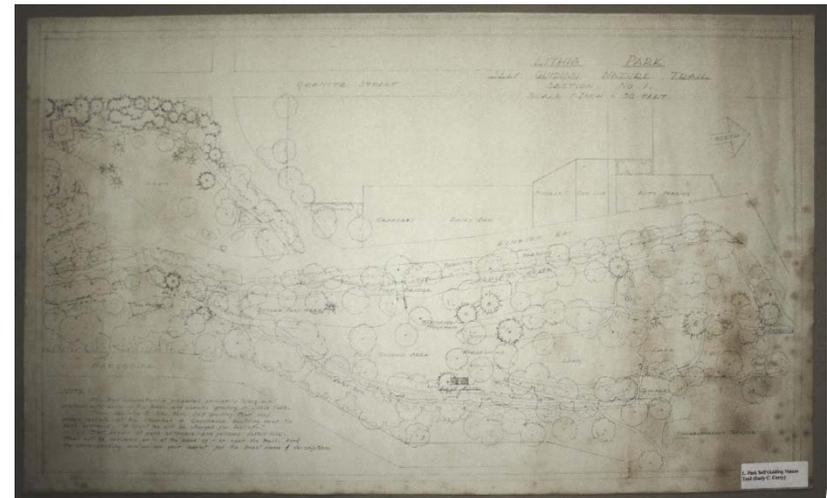
### Foundation Report

This Foundation Report summarizes information provided to the consulting team and adds our field observations and information gathered during many interviews with APRC commissioners and staff and stakeholders. It will serve as the foundation for the APRC, Ashland community, and the design team as we move forward with the creation of concepts and a preferred alternative vision for Lithia Park’s next 100 years.

While many team members have experienced the park on numerous occasions, the team officially met on site for two days in December 2017 to complete focused field work, interview stakeholders, and discuss current issues and opportunities with the APRC. All team members followed up what was learned during that visit to develop a deeper understanding of the park, its resources, issues and opportunities. This report is:

- based on the team’s field work, site analysis, review of the historic record and key planning documents, and public input received to date;

- provides a common basis of understanding of park elements for the community, APRC, and the design team which is needed to develop programming and design concepts during Design Week; and
- begins outlining issues and opportunities that should be discussed as part of the master planning process.



Early Chester Corry Lithia Park Self Guiding Nature Trail

The team for the Lithia Park Master Plan includes:

**MIG**

Lauren Schmitt, ASLA, AICP, Principal-In-Charge  
Laurie Matthews, ASLA, Project Manager  
Dennis Meyer, ASLA, LEED AP, Landscape Architect  
Melissa Erikson, RLA, ASLA, Landscape Architect / Site Assessment  
Dean Apostol, Environmental Planner /Restoration Ecologist  
Casey Howard, ASLA, Landscape Designer

**Ecological Engineering, LLC**

David Gorman, PE, Water Resources Specialist

**KenCairn Landscape Architecture**

Kerry Kencairn, RLA, Landscape Architect  
James (Jim) Love, RLA, Landscape Architect

**KPFF Consulting Engineers**

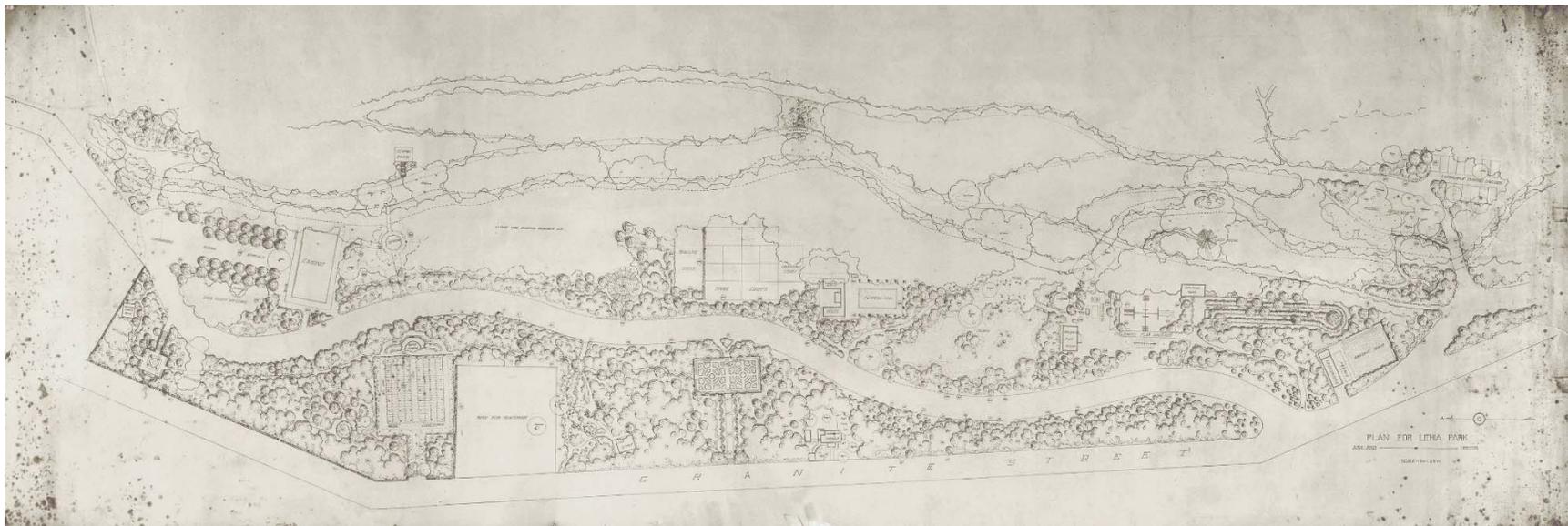
Danielle Pruett, CPESC, Civil Engineer  
Paul Dedyo, PE, Civil Engineer  
Stuart Finney, PE, SE, LEED AP, Structural Engineer

**Environmental Consultants**

Jack Williams, Fisheries Biologist  
Cindy Deacon Williams, Fisheries Biologist

**APRC Staff & Commissioners**

Michael Black  
Betsy Harshman  
Jeffrey McFarland  
Rick Landt  
Matt Miller



*1915 McLaren Plan for Lithia Park*

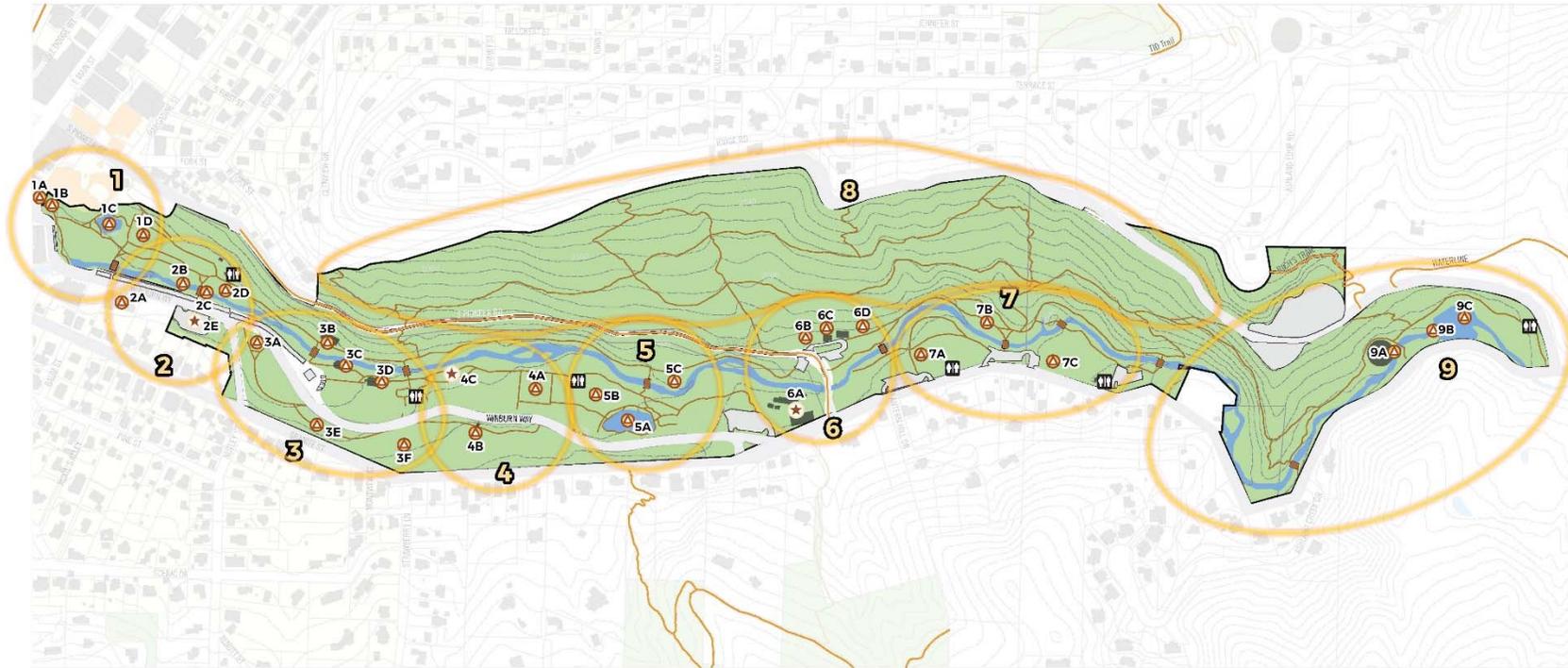
## Park Character Analysis and Cultural Landscape

Lithia Park has a storied history, much of which is present or reflected in the park's current character, which evolves through a series of rooms that are arranged like pearls on the string of Ashland Creek, as shown on the Historic Character Areas map on the next page. Each of these rooms possesses a distinctive character that is derived from its history, its contemporary use, and its materials. Ensuring that the master plan enhances, and doesn't drastically change, the inherent character of this park will depend on developing an understanding of these distinctive character areas.

The nine "character areas" are described on the following pages. For each area, there is a narrative description, lists of defining features and materials, information on contemporary additions and uses, photographs, and a zoomed in map view.

## Park Character Areas

- **Park Entrance/Lower Duck Pond/Feast of Will Lawn**
- **Ashland Creek Wading Area/Playground/Pioneer Hall & Community Center**
- **Rose Garden/Butler-Perozzi Fountain/Enders Shelter/Butler Memorial Bandshell/Sycamore Grove**
- **Japanese Garden/Tennis Courts**
- **Upper Duck Pond/Lawn Below Upper Duck Pond (and area south to parking area)/Madrone Picnic Area (including areas north and south and bike path)**
- **Community House (Park Offices)/Zoo (Maintenance Grounds)/Auto Campground**
- **Cotton Memorial Area/Hillside Picnic Area/Root Memorial Areas**
- **East Slopes to Park's Eastern Glenview Drive Boundary**
- **Ashland Creek Elbow Area/Granite Street Reservoir /Water Tank**



**BASE MAP FEATURES**

- Lithia Park Boundary
- Oregon Shakespeare Festival
- Other Parks
- Waterbody
- Floodplain
- Trail
- 20' Contour Interval
- Parking & Adjacent Roadways
- Building
- Historic District
- Taxlots
- Bike Path
- Public Restrooms
- Bridge

**HISTORIC CHARACTER AREAS**

- #X** X Character Area Feature (Historic)
- #X** ★ Character Area Feature (Modern)
- 1** 1A - Plaza  
1B - Entry  
1C - Lower Duck Pond  
1D - Feast of Will Lawn
- 2** 2A - Pioneer Hall/Community Center  
2B - Wading Area  
2C - Atkinson Bridge  
2D - Playground  
2E - Ice Rink

- 3** 3A - Rose Garden  
3B - Old Maintenance  
3C - Enders Shelter  
3D - Butler Bandshell  
3E - Perozzi fountain
- 4** 4A - Tennis Courts  
4B - Japanese Garden  
4C - Chet Cory Memorial

- 5** 5A - Upper Pond  
5B - Lawn  
5C - Madrone Picnic
- 6** 6A - Maintenance/Shop (Zoo)  
6B - Laurel Spring  
6C - Park Office (Community House)  
6D - Cabin / Auto Campground

- 7** 7A - Cotton Memorial Area  
7B - Hillside Picnic Area  
7C - Root Memorial Area
- 8** East Slopes
- 9** 9A - Water Tank  
9B - Dam  
9C - Reservoir



**HISTORIC CHARACTER AREAS DRAFT**  
**LITHIA PARK MASTER PLAN**



## Plaza - Park Entrance

### 1 Lower Duck Pond –Feast of Will Lawn

Long before Lithia Park, this area was home to a Native American camp. Once Ashland began to establish itself as a town, this was the site of the Chautauqua Dome, which was rebuilt twice during its life from 1893-1933. This area has become an iconic gateway into Lithia Park and a key visual connection to downtown. The Lower Duck Pond (now Meyer Memorial Lake) was constructed in June 1909 and in the past featured tall fountain spray heads in the middle of the lake. The area gained its familiar romantic backdrop after the Oregon Shakespeare Festival began in 1935 and eventually took over the Chautauqua Dome site.

#### Historical Characteristics/Defining Features

- Manicured, semi-formal gardens with open lawns and a straight row of trees edging the main entry path, possibly the decades old Catalpa trees that blew over in a 1993 windstorm
- Lower Pond evolved with its backdrop, trading its original fountain spray for a stepped waterfall on the hillside
- Waterfall at park entry edged by large rounded stones
- Concrete lamp posts with white globes

#### Materials/Aesthetic

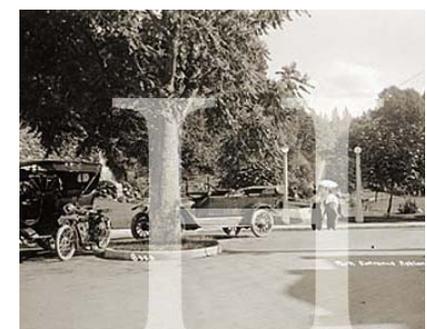
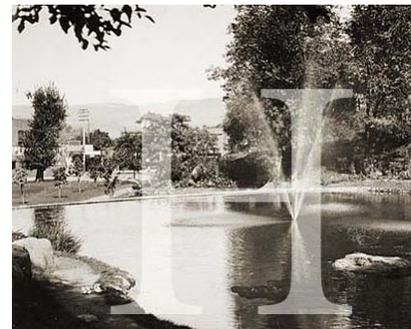
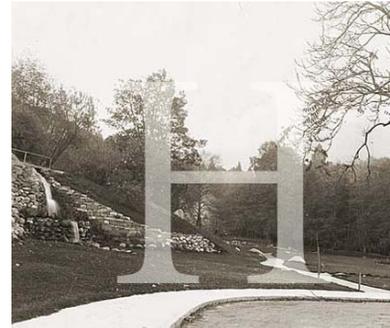
- Paved walkways -- exposed heavy aggregate specific to area near Feast of Will Lawn
- Column and globe style lights like those located around the Perozzi fountain
- Wooden benches situated along the edge of the lake and paved walkways

#### Contemporary Additions

- Flood wall built after the 1997 floods
- Entry sign

#### Uses

- Feast of Will Lawn used for special events during the Shakespeare Festival
- Quiet contemplation by the Lower Pond
- Lithia water fountains in plaza (outside of park)





## 2 Ashland Creek Wading Area – Playground Pioneer Hall & Community Center

In his early years as park superintendent, Chester Corry created a landscape plan for this area titled “Self-Guiding Natural Trail,” which spanned the length of the park from the entrance, through the current playground area. It was intended to acquaint visitors with the trees and shrubs found in the park using a leaflet available at the Chamber of Commerce and plaques placed along the trail. Around 1953 the playground area was expanded, and the wading area was developed from donated funds.

### Historical Characteristics/Defining Features

- Atkinson Bridge -- built in 1912 from donation, survived massive floods and was restored in 2013
- Pioneer Hall/Ashland Community Center (site once used by Women’s Civic Improvement Club which was associated with early development of the park)
- Self-Guided Nature Trail

### Materials/Aesthetic

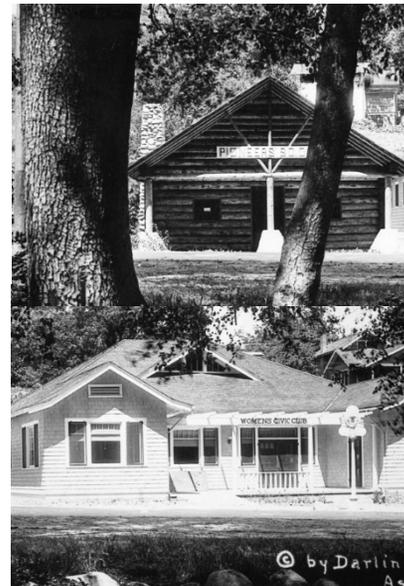
- Paved pathways
- River stone wall
- Playground equipment
- Concrete bathroom and bridge

### Contemporary Additions

- Seasonal Ice Rink
- Restroom facilities

### Uses

- Children/families play
- Parking and access to northern side of park
- Community gatherings
- Seasonal ice rink



### 3 Rose Garden Butler-Perozzi Fountain - Enders Shelter - Butler Memorial Bandshell - Sycamore Grove

This area was most heavily influenced by McLaren's 1915 plan and was quickly developed for the 1916 Park Dedication which spanned July 4th-6th to accommodate expected crowds.

#### Historical Characteristics/Defining Features

- Historic Central Bottling Station (east side of Ashland creek, steps and foundation remain)
- Sycamore Grove West (intended to be the musical concourse in McLaren's plan)
- Lithia Fountain at Enders Shelter (built c. 1913, only remaining gazebo of three originals, restored)
- Original band stand replaced by Butler Memorial Bandshell in 1949 (originally pink, now cream colored)
- McLaren planned for a casino (for dining and dancing, not gambling) where the Butler Bandshell stands now
- Rose Garden created by Chester Corry and the Ashland Garden Club members in 1938 as parterre-style garden,

destroyed by 1964 flood, replanted by park staff and thoroughly enjoyed by deer

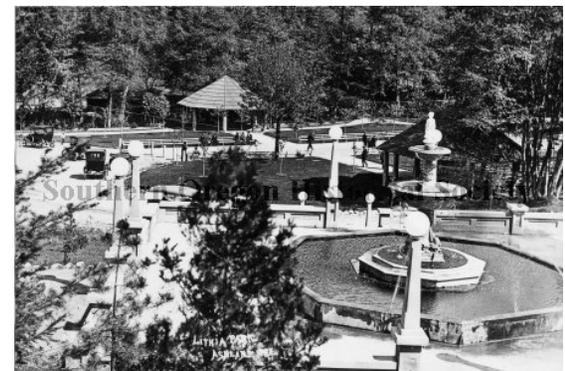
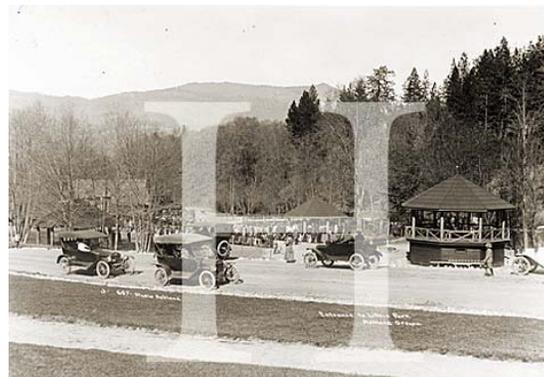
- Lincoln Statue, originally in Sycamore Grove, later near the park entrance, now stored off-site after several vandalism events

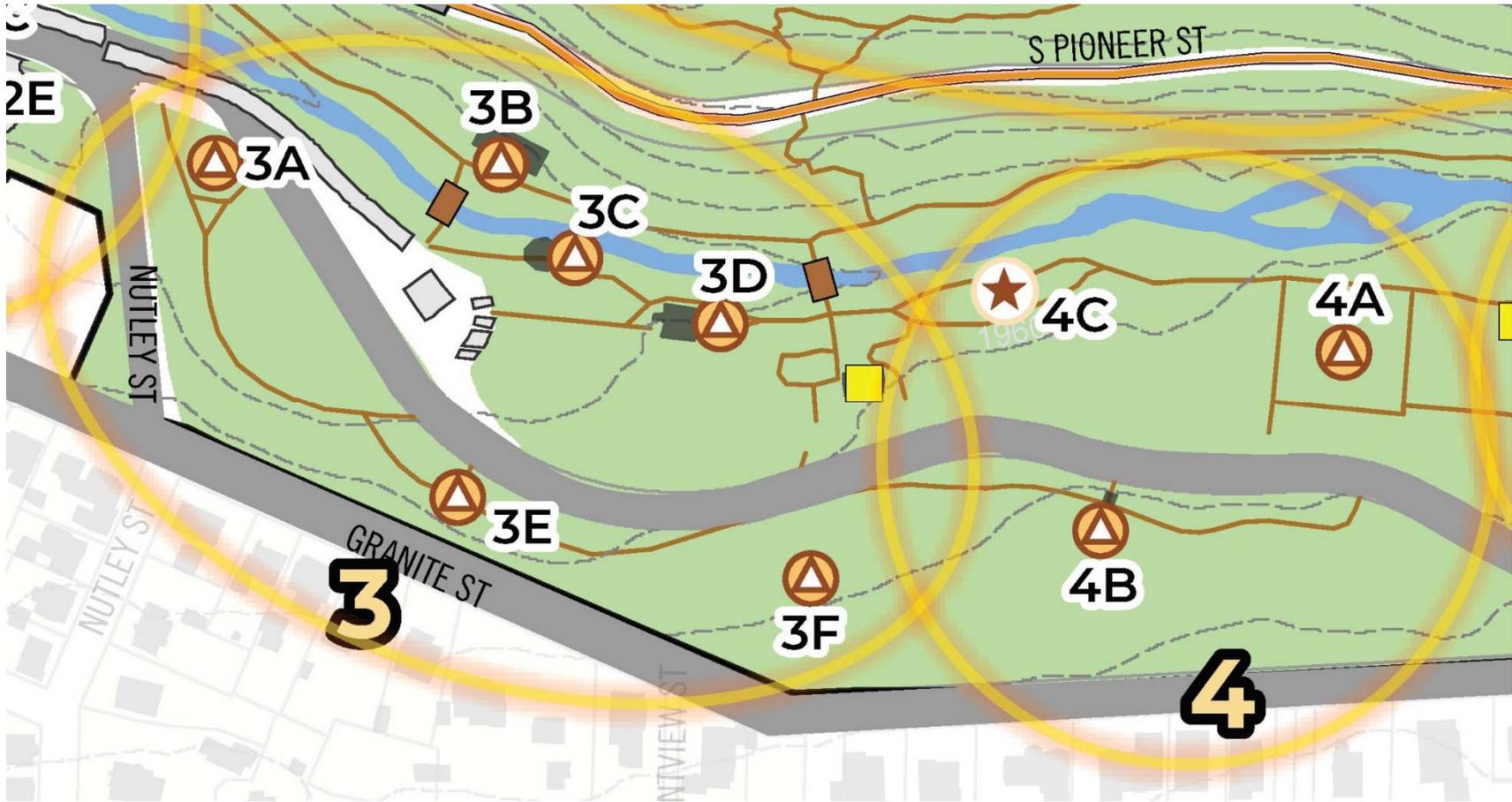
#### Materials/Aesthetic

- Formal gardens and paved walkways, intended to be pleasure grounds for the mineral springs resort
- Column and globe lights
- Wooden gazebos
- Octagonal structures (gazebos, fountain), some trees and pathways on grid, parterre style rose garden, music concourse

#### Uses

- Community events/concerts
- Small gatherings/picnics





# 4

## Japanese Garden – Tennis Courts

This area reflects the intent of the mineral springs resort and McLaren’s 1915 plan to market Lithia Park as a health retreat. The Japanese Garden was planned to border a Sanatorium, and the tennis courts were intended to be edged by a bowling green, handball court, bath house and swimming pool.

### Historical Characteristics/Defining Features

- Japanese Garden Tea House and fountain
- Tennis Courts
- Granite Street pathway connections
- WWI Memorial
- Bisected by Winburn Way

### Materials/Aesthetic

- Ornamental plantings
- Sloped lawn areas on west, flat lawn areas on east
- Stone stairways

### Contemporary Additions

- Chester Corry Memorial Garden
- Volleyball courts
- Giant cedars

### Uses

- Strolling
- Active recreation
- Small gatherings



# 5

## Upper Duck Pond - Lawn Below Upper Duck Pond - Madrone Picnic Area

Originally featured in McLaren's landscape plan, the Upper Duck Pond was known for a time as Black Swan Lake. Many of the other features McLaren designed for this area were never built.

### Historical Characteristics/Defining Features

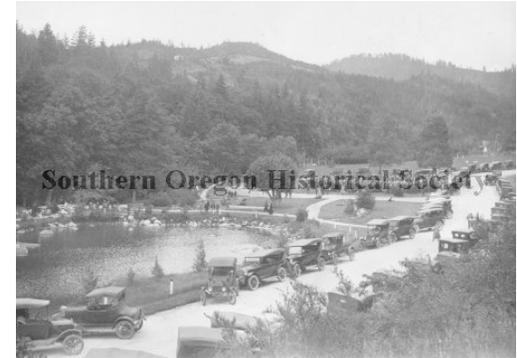
- Historic playground (removed)

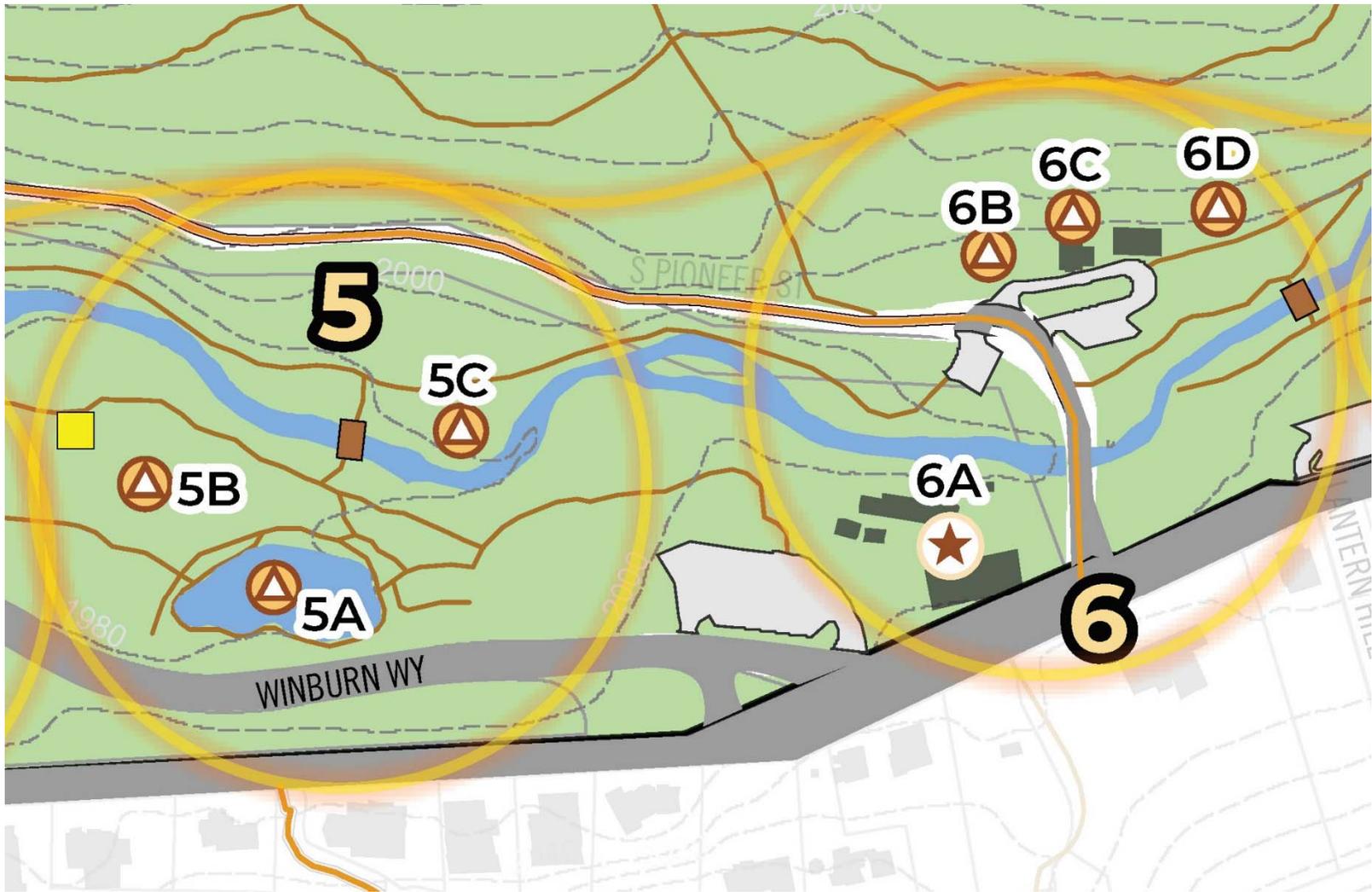
### Materials/Aesthetics

- Reflective water
- Open lawn
- Rustic wood furniture

### Uses

- Small gatherings/picnics
- Wildlife viewing
- Relaxing
- Biking (along Winburn)





## 6 Community House Zoo - Auto Campground

Lithia Park once housed a free auto camp, one of the first on the West Coast, which drew travelers and families and ran from 1915 to 1956. Additional land was acquired in the 1920s for improved facilities and the addition of the Community House.

The current layout of this area is reflected in Chester Corry's Cotton Area Master Plan created in the 1960's which featured several picnic areas for individuals and groups in a natural setting featuring rock gardens and flowers with minimal lawn areas, numerous trails, a service road and large parking area.

During Chester Corry's time the current park maintenance area and shop was the location of the zoo which housed deer, raccoons, Teddy the elk, monkeys, an eagle, and other animals until it was phased out in 1971.

### Historical Characteristics/Defining Features

- Laurel Spring rock amphitheater- used for drinking water by Auto Camp visitors
- Naturalistic setting with built features for camping (cabins built c1920-1930's) and picnicking throughout, auto access across Ashland Creek bridge
- Community House now used as Parks and Recreation Administration Office, leased to private party c. 1960 to run a Natural History Museum
- Historic cabin (one remaining)

### Materials/Aesthetics

- Rustic wood buildings and structures

- Woodland
- River stone structures

### Contemporary Additions

- Park maintenance buildings and shop
- Parking area near Community House

### Uses

- APCR offices
- Visitor services
- Parking
- Maintenance and operations



## 7 Cotton Memorial Area - Hillside Picnic Area Root Memorial Areas

These areas were named after some of the private land owners who donated their land to be incorporated into the park. This area is detailed in Chester Corry's Lithia Park Extension – Development Plans, which reflect some early thinking. Not all his design ideas are present today.

### Historical Characteristics/Defining Features

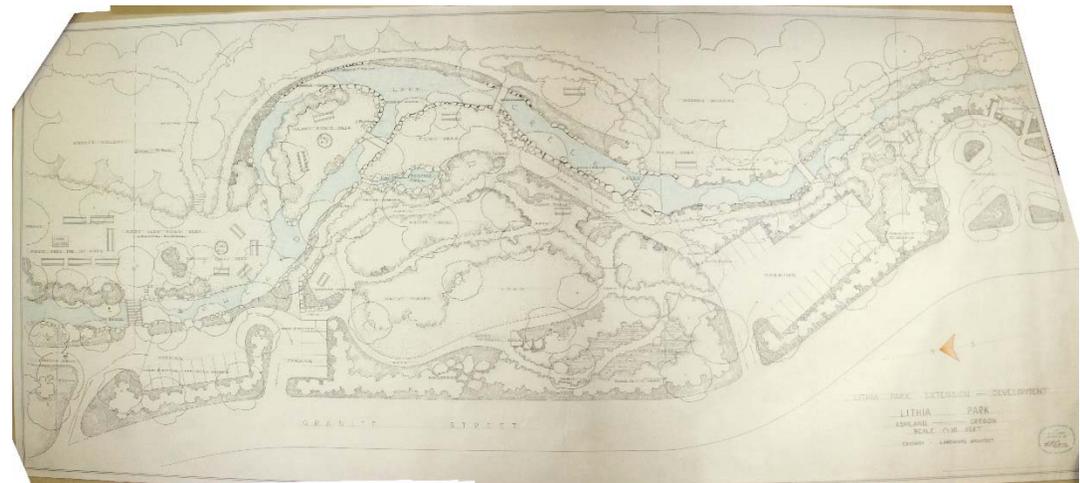
- Privately owned until the 1930s. One private lot remains within this area between Granite Street and Ashland Creek
- Root Memorial Rock
- Watsons Island
- Natural stone revetment walls (for stream bank erosion control) in Ashland Creek along the island and up the creek past the falls
- Log bridges, numerous picnic areas and fire pits with granite surfacing, parking lots along Granite Street, native planting areas

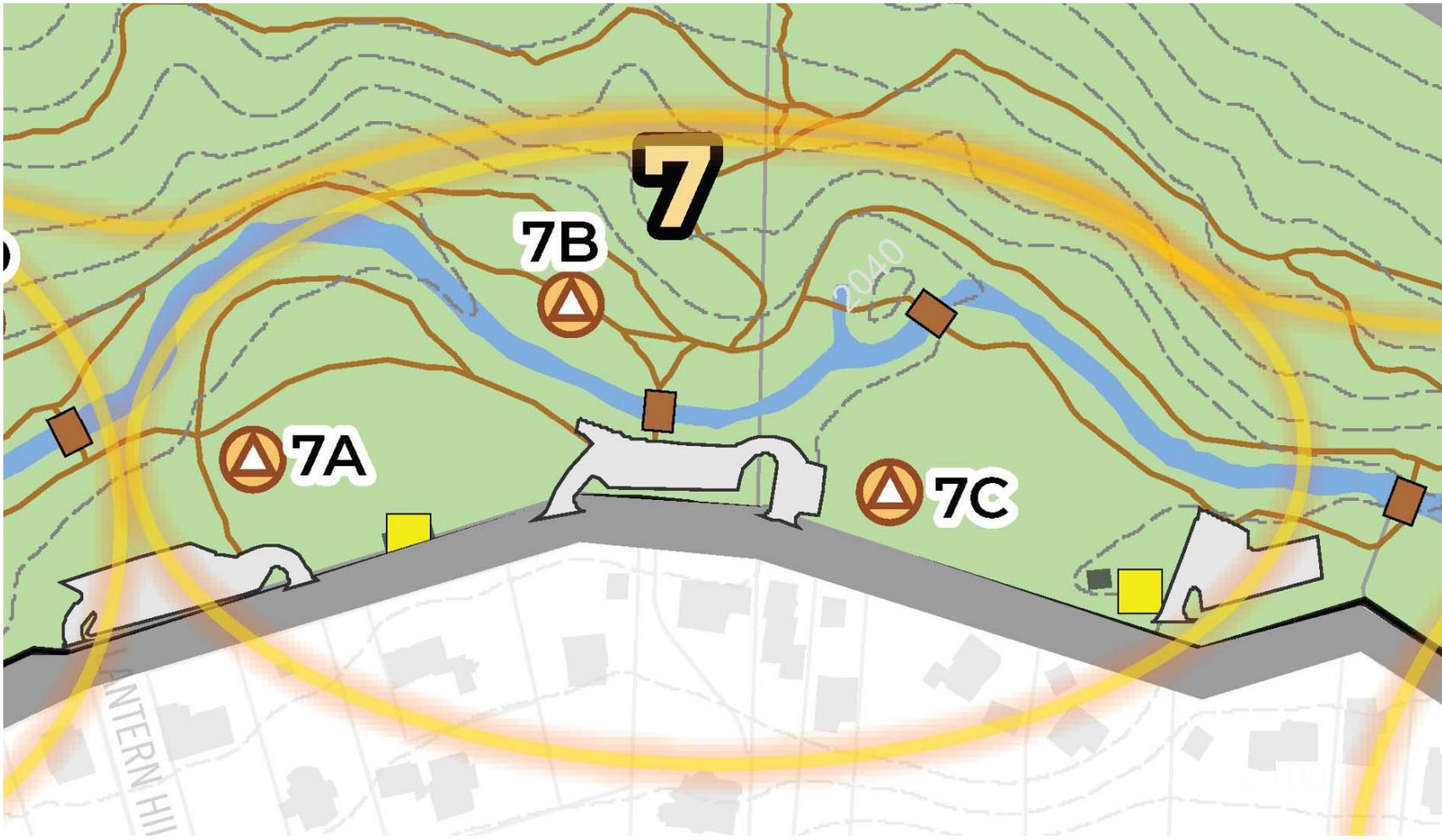
### Materials/Aesthetics

- River stone structures
- Rustic wood structures
- Native plantings

### Uses

- Group gatherings/picnics
- Strolling/hiking
- Parking





## 8 East Slopes to Park's Glenview Drive Boundary

This area received a light touch in terms of design during the early days of the park and reflects that hands-off approach today. Except for a trail network it is the most natural area of the park.

### Historical Characteristics/Defining Features

- Dirt paths/roads
- Woodland

### Materials/Aesthetics

- Sloped landscapes
- Mixed woodland
- Dirt paths
- Native plantings typical of hillside habitat

### Contemporary Additions

- Eroding banks along main trail
- Fenced off portions for erosion control

### Uses

- Actively managed for fire suppression
- Hiking/Running
- Views





## Ashland Creek Elbow Area

### 9 Granite Street Reservoir – Water Tank

The Granite Street reservoir was built in the early 20<sup>th</sup> century and has been used as a swimming hole over the years. Set within the less developed, southern end of the park, this area is defined by steeply sloping woodland. The unpaved road that extends along the east side of Lithia Park curves west and then south before it hugs the west side of the park.

#### Characteristics/Defining Features

- Reservoir (shown on 1935 map) used as swimming hole
- Connection to Ashland Loop Rd. and East Slope trails
- Soft surface hiking trails
- Unpaved roads that connect west and east side of the park on its southern end

#### Materials/Aesthetics

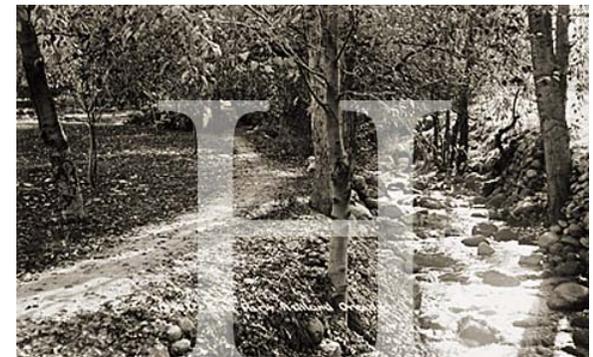
- Concrete dam and water supply infrastructure
- Woodland setting
- Sloped hillsides
- Gravel roads

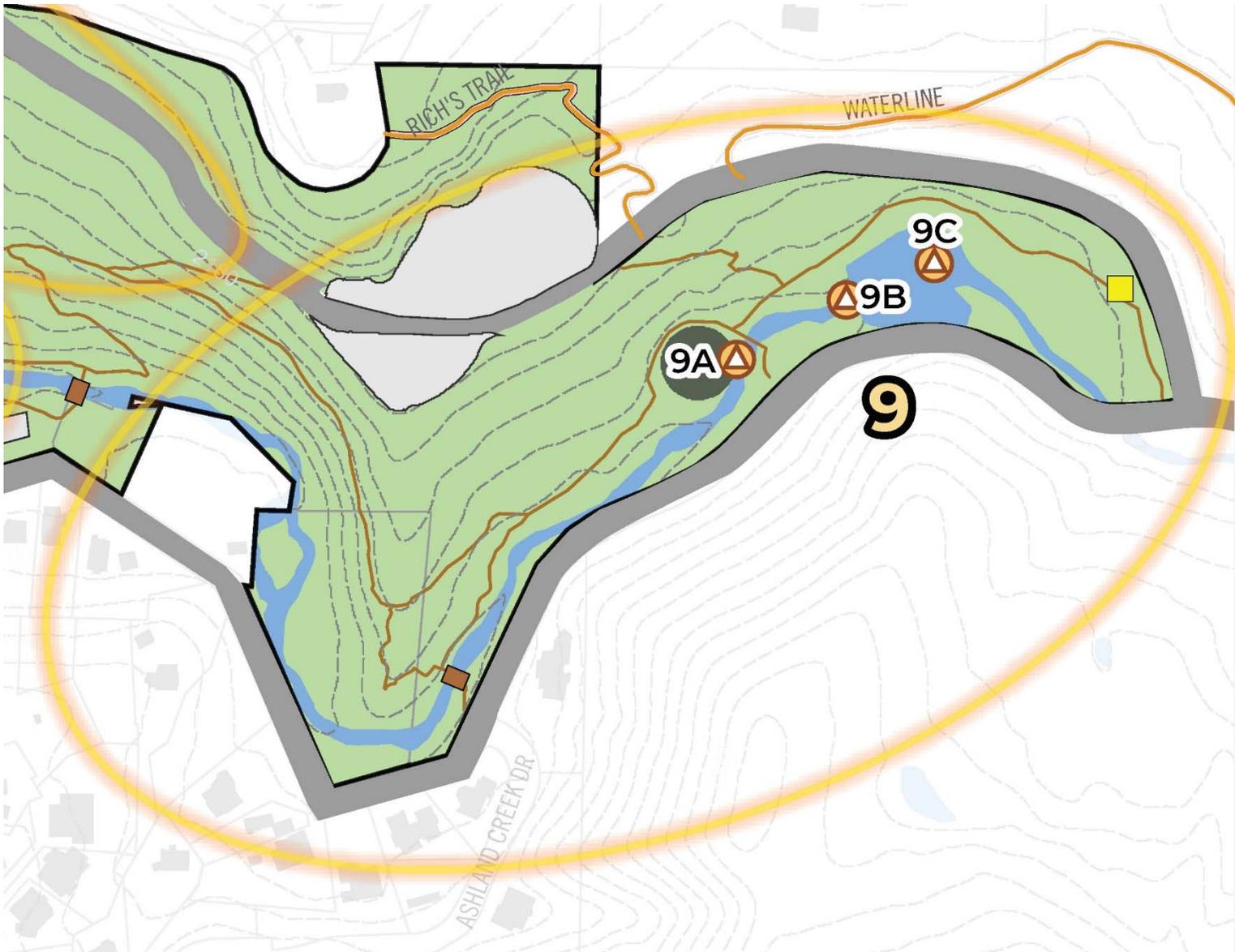
#### Contemporary Additions

- Trailhead

#### Uses

- Swimming
- Hiking/Running





## Natural Resources

### Overview

Natural resources in and around the park have been the focus of many studies over the years. There has been ongoing proactive management aimed at restoration of altered ecosystems and conservation of the watershed, which provides the city water supply. Some of the issues that were identified in past studies and which this section will elaborate upon include:

- Lithia Park is an ecological "peninsula" attached to a large, contiguous woodland and forest ecosystem;
- Ashland Creek is the most significant natural feature within the park; the creek has been impacted by upstream dams, downstream diversions, municipal water use, lack of gravel and cobble sediment, channel downcutting, loss of floodplain connection, and placement of park and other infrastructure close to the creek edge;
- Flooding is a regular occurrence in the winter and spring and will continue to be in the future;
- Water quality is impacted in the summer both in the creek and ponds;
- Much of the park's present vegetation can be described as "semi-natural," meaning a mix of native and non-native vegetation influenced over time by its surroundings and land use practices; Riparian vegetation is impacted by invasive groundcovers; Oak regeneration does not appear to be happening; Conifers have been dying off on the bluff; Proactive woodland management has focused primarily on reducing wildfire risk;

- Wildlife within the park are connected to larger wildlife populations in the region; Native fish use and numbers are far below historic levels and potential;
- The trail system is not well marked, may be overly dense on the steep slopes, and may encroach too much on the creek in some places.

### Ecological Context

Lithia Park and Ashland are located within a ponderosa pine and oak woodland characteristic of lower elevations of the Siskiyou Mountains and Rogue Valley. This is a relatively dry region, more like California in many ways than forest regions in Northwest Oregon. Lithia Park is connected ecologically to a large, contiguous forest that stretches across southern Oregon and Northern California from the coast all the way to the Cascades. The park is influenced by this larger Klamath-Siskiyou-Cascade system, and wildlife in the area can make their way into the park. The Siskiyou ecosystem has very high, and often unique, biodiversity.



*Oak-Pine Woodland*

### Ashland Creek and Watershed

Ashland Creek is a central feature and a foundational element of Lithia Park. Within Lithia Park the creek is at the lower end of a nearly 20,000-acre watershed, with its headwaters high up on the slopes of Mt. Ashland. Multiple organizations work together to protect, maintain, and restore the watershed, including the Ashland Watershed Partnership, Rogue River Watershed Council, Ashland Forest Lands Commission, and the US Forest Service. There was consensus among key stakeholders interviewed for this section of the report that there should be increased emphasis on the creek’s health and restoration.

There are two larger dams and additional minor diversion dams on Ashland Creek. One of the larger dams, Granite Street Dam, is at the upper end of Lithia Park and holds a small reservoir that is a popular swimming area in summer. Farther upstream is the Hosler Dam, which holds Reeder Reservoir, the main municipal water supply for the City of Ashland. (See the civil infrastructure section for more information on the water supply)

Ashland Creek emerges below Granite Street Dam into Lithia Park from a canyon landscape as a relatively low gradient creek. It remains somewhat constrained by topography, particularly the steep bluff that forms its eastern boundary. The stream channel and its bordering riparian vegetation are confined to the existing location. While it may have migrated somewhat within the narrow valley, today it is constrained by park and other infrastructure, including Winburn Way and Granite Street on the west. Maintenance of the park and the urban infrastructure place long term practical constraints on Ashland Creek and the freedom it once had to be a wild stream that could change its course.



*Granite St. Dam*



*Hosler Dam*

Floods are a natural part of the Ashland Creek watershed and, according to climate change projections, are likely to increase in the future as storms increase in magnitude and rain-on-snow events become more common. Lithia Park has experienced major floods in the past and the potential exists for additional floods in the future.

### **Channel Downcutting and Connection to the Floodplain**

The Ashland Creek channel within Lithia Park is moderately incised, or downcut. The existing channel bottom is primarily boulders and sand. This means that over time, the energy of the creek has tended to dig the channel deeper than it was before the City and the dams were built. Most likely the biggest causes are the Hosler and Granite Street Dams. Both have altered the natural migration of the creek channel as it winds through the park. Gravel and cobble that would typically exist in this creek are likely trapped in the Reeder Reservoir behind Hosler Dam. Some gravel may also be trapped behind the Granite Street Dam. Additional factors that contribute to downcutting of the creek include constructed features within the park. These include trails, bridges, old bridge abutments, and notably, the park maintenance facility.

This has resulted in a more scoured out and incised channel that has become partly disconnected from its historic floodplain. Effects of a disconnected floodplain include more frequent flooding downstream and lower quality aquatic habitat. If Ashland Creek were better connected to its historic floodplain, riparian vegetation would likely improve, resulting in better habitat, and increased groundwater recharge. A more complex channel could also provide refuge for native fish during high flow events, as well as rearing habitat during normal flows. (Analysis of the aquatic habitat is located later in this section.)



*Stream and bank conditions within Lithia Park*



*Boardwalk Adjacent to Ashland Creek*

Restoring gravel and cobbles to Ashland Creek could only be fully accomplished by removing both Hosler and Granite Street Dams, unlikely given that Reeder Reservoir is an important source of water for the City of Ashland. The current condition of Hosler Dam is not a concern, though the Federal Energy Regulatory Commission has required an early warning system and evacuation route signs which appear in Lithia Park due to the dam's close proximity to Ashland. However, Hosler Dam is approaching 100-years old and very well may need to be replaced or significantly upgraded within the 100-year time frame guiding the Lithia Park Master Plan. If replacement or significant upgrading is found to be necessary in the future, opportunities for a new design to include periodic gravel and cobble transport to downstream reaches should be examined. This approach would also reduce the accumulation of sediments behind the dam.

Granite Street Dam provides a recreational summer swimming area. If removal or replacement is considered in the future, it may be possible to design a new stream channel within a drained reservoir that creates one or more within channel pools suitable for swimming that also improve water quality, sediment transport, and aquatic habitat.

If one or both dams cannot be replaced or redesigned in the future, some level of cobble and gravel material can be added to portions of Ashland Creek within the park, likely just below Granite Street Dam, through periodic transport from Reeder Reservoir or another source. Large flood events deposit gravel and cobble into the upper end of Reeder Reservoir. Maintenance of water storage capacity requires removal of this material from time to time. Instead of depositing this material elsewhere, desirable gravel and cobble from finer sediment could be placed in or adjacent to the creek,



*Park Maintenance Facility Adjacent to Channel*



*Moderately Confined Ashland Creek Within Lithia Park*

allowing periodic floods to do the work of transporting it into the creek itself which would improve fish habitat.

Additional measures to enhance the connection between Ashland Creek and its floodplain could include:

- Removing and/or redesigning structures within the floodplain to allow for a more complex stream channel system within the park, such as reducing the number of stream crossings;
- Moving parking areas and non-critical built facilities back from the creek;
- Relocating the operations and maintenance facility,
- Designing resilient systems that allow for more frequent, less intensive flooding;
- Excavating portions of the floodplain to points below the flood design elevation which create floodplain benches. These benches could provide wetland habitat during the dry season, off channel refuge for fish during high flows, and recharge groundwater which contributes to improved summer and fall creek flows;
- Gradually raising the stream bed by installing low boulder weirs;
- Increasing the density of native shrub vegetation within the riparian zone can also enhance the stream and floodplain interaction and the general health of the stream system;
- Adding large wood to the channel, that helps trap sediment and retain gravels and cobbles that come from upstream areas or normal bank erosion.



*Recent Ashland Creek Natural Side Channel Formation Within Lithia Park*



*Less Confined Ashland Creek Upstream of Granite St. Dam*

## Aquatic Habitat

As the primary headwater stream in the Bear Creek drainage, Ashland Creek provides spawning and rearing habitat for steelhead and Coho salmon. It also is an important source of cold water to downstream reaches of Bear Creek, where summertime water temperature often exceeds that desired for salmon and steelhead. According to data provided by Oregon Department of Fish and Wildlife (ODFW), adult and juvenile steelhead still use Ashland Creek although their numbers are greatly reduced compared to historical periods. Smaller numbers of Coho salmon, coastal cutthroat trout, and sculpin also have been observed in Ashland Creek. Adult steelhead have been observed at the base of the Granite Street Dam located at the upstream end of Lithia Park according to ODFW. Our team observed one or two juvenile steelhead in Lithia Park in December 2017.

Despite its physical appearance to the untrained eye as a high-quality stream with clear, cold, clean water, Ashland Creek is fairly degraded in many areas and could benefit from restoration. Fish passage into Lithia Park from Bear Creek is partially blocked by the Smith-Myer-Roper diversion dam located about one mile downstream in Ashland Creek Park. A second partial blockage is the City Monitoring Weir at the Caldera Brewery just downstream of Lithia Park. Granite Street Dam blocks access to any further upstream habitat and blocks downstream movement of fish. ODFW estimates that there is at least one mile of high quality habitat upstream of the Granite Street Dam that is inaccessible to anadromous fish.

Ashland Creek lacks pools, spawning habitat, and large wood. There are few sizable pools that provide deep, cool water. The creek channel consists mainly of what aquatic ecologists call "riffle

habitat," areas that are too shallow for adult fish to pass through at lower flows, and which provide few fish "parking areas" for resting, feeding, or cooling. Ashland Creek would develop pools if it were in a more natural condition. However, the combination of encroachment and confinement, a lack of cobble and gravel due to upstream impoundments, and a lack of large wood all combine to create and maintain a simplified creek channel.

Large trees are essential elements that help make a stream more complex, with pools and side channels along with riffles. Wood can be added to urban streams in a manner that minimizes the potential for infrastructure damage during flood events. Adding shorter wood segments or securing wood in some locations can be done in conjunction with improving bank stability or providing creek access points. Large wood and boulders can result in the creation of a series of pools spread throughout the stream, and provide hydraulic diversity and fish holding areas. Trees that are removed for



*Large Wood in Ashland Creek Upstream of Granite Street Reservoir*

maintenance or safety purposes can be kept within the park for use as fish habitat.

### **Erosion**

The granitic soils that characterize the watershed are very subject to erosion. There have been notable instances of erosion during high flow events, including the 1997 flood. Some of this erosion has impacted trails and has resulted in increased maintenance efforts to rebuild or retain trails. Trails that washed out were located adjacent to the creek and well within its floodway. The 1997 flood formed side channels, which indicates that the energy during floods is greater than what the mainstem channel can accommodate. Streambank erosion results from a combination of factors, including lack of sediment transport, stream channelization, and poor floodplain connection (discussed previously).

The limited levels of coarse sediment (gravel and cobble) inputs to Ashland Creek below Granite St. Dam create a condition sometimes referred to as “hungry water”. The capacity of flowing water to carry sediment is dependent on the velocity of the water, the amount of sediment in it, and channel slope and morphology. Generally, the faster water flows, the more sediment carrying capacity it has. The present channelized form of Ashland Creek, its lack of floodplain connection, and its lack of large wood all contribute to a fast-flowing stream with a high capacity to cause erosion and carry sediment. Ashland Creek’s low sediment load in effect make its water appear clean and clear, but this increases its capacity to erode material from its own streambanks.

Erosion of granitic soils is a problem because the fine sediments that are created tend to fill whatever pools and spawning gravel

habitat remains, which reduces fish habitat. Erosion within the park can be reduced through reduction in floodway features, addition of sand, gravel, and cobble material, finding places where the floodplain and creek can be reconnected, and through the addition of large wood and boulder "jams". Some erosion enhances floodplain connection and creates side channels and should be accepted as natural improvements to the system.

### **Water Quality and Flow Levels**

According to previous studies and water sampling, Lower Ashland Creek has poor summer water quality, periodically failing to meet standards for temperature, fecal coliform bacteria, ammonia, dissolved oxygen, and total suspended solids. Some of these issues are the result of land uses downstream of Lithia Park and cannot be addressed through this master plan unless it considers actions outside the park. However, actions within the park and upstream, at least as far as Hosler Dam, can have a beneficial effect on temperature and dissolved oxygen. The Granite Street Reservoir is a broad, minimally shaded water body that likely absorbs quite a lot of solar radiation, warming the water that flows downstream through the park. Removal of the Granite Street Dam, constructing a narrow stream channel, and establishing a wooded riparian corridor could significantly reduce solar radiation and ambient air temperatures and provide some reduction of stream temperatures.

Given the creek’s north-south orientation, expansion of the riparian corridor as much as practical, particularly on the west side of the creek will further reduce solar radiation and lower, or at least not

raise, water temperatures. The west side of the creek has been more impacted because the terrain is flatter, and over time many park facilities were located on the west side. Consequently, opportunities to expand the west side riparian corridor will need to be selective and designed around developed features that will be retained. Tree density should be maintained to provide the maximum practical canopy along the creek from one end of the park to the other.

Water quality in late summer and early fall could be improved by increasing low flow levels. However, during the dry season, and especially in drought years, City water supply needs compete with instream flow needs. Reservoir operations have been modified to increase downstream flows, but Reeder Reservoir storage is not always sufficient to provide both municipal supply and sufficient instream flows. Additional modifications to the operations of Reeder Reservoir could be evaluated to see if additional flow can be provided to Ashland Creek through the park during the dry season. Directly inflowing irrigation water, supplied by the Talent Irrigation District (TID), is not a viable solution since this would likely degrade water quality conditions in Ashland Creek. However, TID supplied irrigation water may be possible if small wetlands were installed in the park which could naturally treat inflowing water before it enters Ashland Creek. (For more information on City of Ashland Water its relationship to Lithia Park and Ashland Creek, please see the Civil Analysis section of this report.)

Dissolved oxygen levels in Ashland Creek have a strong influence on the quality of aquatic habitat. Salmon, steelhead, and trout require relatively high levels of dissolved oxygen in the water to survive and thrive. Though there are few modifications which can have a



*Granite Street Reservoir*

considerable influence on dissolved oxygen, a reduction in stream temperatures could help since cooler water has a higher capacity for dissolved oxygen. Therefore, any actions that reduce water temperatures could contribute to increased dissolved oxygen levels in the creek.

### **Water Quantity**

Ashland Creek watershed is approximately 20,000 acres in size. Nearly half of the watershed lies within an elevation zone that is prone to what are called "rain on snow events," meaning heavy rain falling on top of a significant snowpack. Rain on snow events have caused many of the largest stream flows and floods experienced in Western Oregon. The most recent large flood on Ashland Creek occurred in 1997. It was estimated to be a "30-year event" (chance of occurring 1 in 30 in any given year). It resulted in considerable

damage to park facilities, washing out multiple bridges and extensive lengths of streamside trails. Flooding is of course a natural event that will vary in frequency and intensity. Ashland residents and park managers know that periodic flooding will continue to occur within the park. Therefore, the Lithia Park Master Plan should consider floods as a given, and design or redesign facilities for resilience to future floods. Any facilities that obstruct the floodway can result in higher flood elevations and cause greater damage both within the park and downstream. Additionally, development within the floodplain can take up flood storage volume thereby causing more floodwaters to flow downstream. If the conveyance system downstream, which includes the channel, culverts, and bridges through Ashland, is not capable of conveying the increased flows, it will exacerbate flooding.

Parks with streams running through them can be modified to allow the park to serve as a flood detention/retention area that stores flood waters and reduces peak flood flows to downstream developed areas. Assuming a relatively low frequency of flood events (about every 30 years in Lithia Park) and considering that downtown Ashland abuts the park just downstream, re-envisioning the park as combining flood management along with recreation could be considered. Additional flood storage within the park can be achieved through means previously discussed, such as reconnecting the channel with its floodplain, and selective excavating to create additional side channels and floodplain wetlands.

Climate change is expected to have a significant effect on the hydrology of Ashland Creek. The upper watershed is expected to receive more of its precipitation as rain, and not snow, due to anticipated warmer winter temperatures and a shorter cold season.

It is possible this may reduce the intensity or frequency of rain on snow flooding events, but flooding will continue to happen during other types of large storm events.

The negative impact of climate change on Ashland Creek will primarily be felt during the dry season. Melting higher elevation snowpack has served as a gradual release of cool water to streams during the warmer late summer months. With a lower snow pack expected, there will likely be less late summer flow in Ashland Creek, and the flow that does arrive will be warmer. While the Lithia Park Master Plan cannot compensate sufficiently for changes experienced across the entire watershed, opportunities can be explored in relationship to the operation of Reeder Reservoir and TID to provide additional flows to the creek downstream of Hosler Dam. To date, larger scale changes to the management of the watershed have been initiated through cooperative programs between the City, U.S. Forest Service, The Nature Conservancy, Lomakatsi Restoration Project, and other cooperators. A fee on water sales helps support restorative forest management that could help retain snowpack in addition to reducing fire risk by restoring more open canopy conditions, like those that were common in the past. Optimizing canopy density, particularly within the seasonal snow zone have shown promise in some California watersheds like the Ashland Creek watershed.

### **Ashland Creek Access**

Access to Ashland Creek is critically important to park visitors. The existing hardened wading area provides safe and inviting access for children and adults. People are drawn to water, and one way or another will find a way to get next to it or in it. On the other hand,

too much or unregulated access can result in visual and ecological damage to the stream and ponds. Access to the creek should continue to be limited and controlled to support a healthy interaction between the aquatic environment and the people that want to explore and enjoy it.

If additional access to the creek is explored, potential locations should be carefully located and designed. For example, as one goes from the more developed north end of the park to the south, materials, scale, and design should be increasingly "natural" in character, reflecting the way the park itself becomes more dominated by natural features as one goes south. Additionally, different creek aspects to consider access to could include pools, riffles, runs, floodplains, side channels, wetlands, and riparian forest. Busy areas, where major paths converge for example, should be treated differently than more remote settings. Interpretation should be integrated into creek access or overlook points to educate people on stream health. Platforms or overlooks can also be considered in that they can provide a visual connection to water while limiting the physical connection and associated impacts.

### Vegetation

According to the 2007 Ashland Watershed Assessment, which included Ashland Creek, the vegetation cover within the watershed has changed significantly over the past 150 years. While urban and agricultural development altered the lower watershed, the upper watershed was changed through logging and fire suppression. What had once been a forest dominated by the fire-tolerant pine that favors more open conditions, the forest is now dominated by fir, which favors more shady conditions and is less tolerant of fire. Over time this shift in forest conditions has become a threat to the



*Paved Creek Access*

watershed and the city water supply (more information on potable and irrigation water resources in Lithia Park is in the civil analysis section of this report).

Several large stand replacement fires that threatened the city watershed got the attention of land managers, City officials and residents. Since that time, proactive strategies have been developed to thin forests, prevent wildfires, and generally restore forest conditions to the more open stands common historically. This is a long ongoing process and will take many years to fully implement.

The park's riparian corridor within the park is in fair condition. The *Ashland Creek Inventory* noted that the riparian corridor width within the park is exceptionally narrow. It consists of both native and ornamental trees and shrubs. Invasive species such as English Ivy are also present.

## Ponds

There are presently two ponds, an upper pond and lower pond, within the park. Both provide a still water experience that contrasts with the more active creek and reflect the park's early history of development. Both ponds are supplied with a flow of relatively clean TID water to maintain freshness, but also require high levels of maintenance to address their water quality. The Upper Pond is frequented by waterfowl, which provides an oversupply of organic nutrients leading to serious water quality issues, including nuisance algal blooms. To discourage overuse by waterfowl, Lithia Park has a public awareness program to discourage visitors from feeding waterfowl. This program could be continued and expanded as a proactive way to prevent the main source of the water quality problem. Other considerations that could be considered for the ponds include:

- Using water from the duck ponds as an irrigation source, implement additional physical or operational modifications to the ponds that discourages their overuse by ducks;
- Converting some areas of the Upper Pond to emergent wetland, which would increase habitat diversity while also creating a nutrient treatment system;
- Adding one or more fountains to help aerate the water and break down organic material. By operating the fountains only at night, the ponds' reflective value can be retained in daylight hours.

## Wildfire

One of the defining features of Lithia Park is its context at the edge of native pine and oak woodlands, that grade into the much larger



*Lower Duck Pond*



*Upper Duck Pond*

forest ecosystems of the Siskiyou Mountains. The park is in effect carved out from these woodlands, and retains quite a bit of natural vegetation, both along the creek and on the steep slope along its eastern side.

The City, the APRC, and multiple partners have taken a proactive approach to managing the city's woodlands. This has largely been in response to the buildup of fire risk over many decades, an unintended result of the displacement of American Indians, who once set fires that kept forests and grasslands more open, logging practices that took many of the larger, more fire-resistant trees out of the system, and suppression of natural fire, which resulted in a higher density of conifer trees.

Through its Forest Lands Commission, and after years of public outreach and education, Ashland has dedicated resources to mapping and managing woodlands across the city, including those within Lithia Park. Up until now, management has focused on reducing fuel levels and restoring a more natural structure and composition to these woodlands. The recently adopted 2016 *Ashland Forest Plan* is the guiding document for this approach, which stretches beyond the city and into the larger watershed.

A wildfire occurred within the park in 2007. The City has identified high risk zones, including the homes adjacent to natural vegetation in the park. In recent years conifer trees have been dying off within the park, first fir trees, and more recently pine. This die off may reflect changing climate, which can be expected to alter local ecosystems. Dead trees have been removed to reduce fire hazards. Homeless camping has also been identified as a large concern as a potential source of fire.

Prescribed fire is presently not being used as a management tool within the park, primarily due to concerns expressed by park neighbors, but is used within the larger Ashland Creek watershed. Fire evacuation routes have been identified, and do not include any park roads.

### Wildlife

Wildlife within the park and nearby area include migratory songbirds, woodpeckers, owls, raptors, deer, raccoons, bobcats, and the occasional bear or mountain lion. Even wolves have been identified in recent years visiting the mountains south of Ashland.

## Civil Infrastructure

### Stormwater

Storm drainage within Lithia Park is limited to collection of surface runoff and conveyance via below grade piping to multiple discharge points into Ashland Creek. There is no formal stormwater management or treatment system within the park. Methods for managing and treating stormwater runoff before it enters Ashland Creek should be considered as part of the Master Plan.

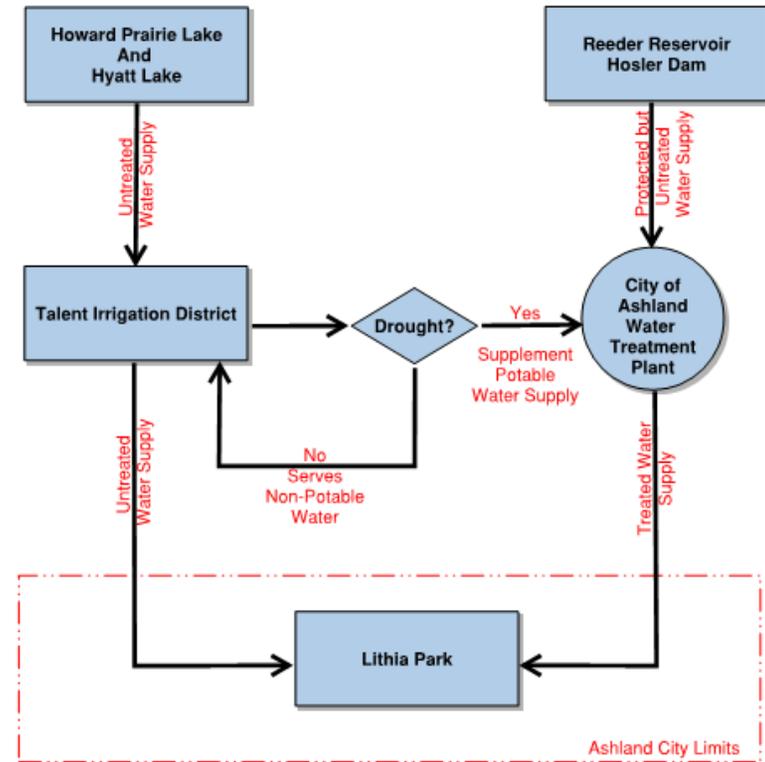
### Water

Two main sources supply potable and irrigation water to Lithia Park. Irrigation water is supplied from the Talent Irrigation District (TID) through an agreement with City of Ashland Water. Potable water is supplied through City of Ashland Water from the city's main water source, Reeder Reservoir, and through a water treatment plant located between Reeder Reservoir and Ashland city limits.

### Talent Irrigation District

Talent Irrigation District is served from Hyatt Lake and Howard Prairie Lake through a series of canals. Once the Talent Irrigation District Water crosses into Ashland city limits, the City assumes responsibility for maintaining and providing service from this water source. This water is for irrigation purposes only and has not been treated to drinking water standards.

It is an important water source for both Lithia Park and the City of Ashland as it supplies approximately 75% of all irrigation water for the park and acts as a supplement for the city's water treatment



plant in drought times. The main TID line crosses the park and Ashland Creek near the southern 1/3 of the park. This siphonic system is limited to 750,000 gallons per day at the crossing of the creek, so any water in excess of this is discharged to the creek. The discharge at the creek has been noted as “having an unnatural sound” because it is not a consistent flow but rather flows at short intervals and falls several feet to the creek surface, resulting in a recurrent gushing or surging.



Near the crossing of the 24-inch diameter TID main line and Ashland creek, as shown above, a 4-inch service lateral is provided to the park for site irrigation use. This service connection is metered and limited to 60 gallons per minute maximum. It serves as the only connection to the Talent Irrigation District water source.

### City of Ashland Water

Reeder Reservoir (with supplement from TID during drought periods) is the supply for Ashland’s municipal water system and the surface waters of Ashland Creek. With recent climate trends, City of Ashland Water has been operating in drought conditions in the summer months. Ashland Water Department is challenged to meet the drinking water demands to city water users while maintaining a

minimum water level in the creek. The City is required to maintain a certain flow in Ashland Creek for downstream water user’s water rights. This flow is a percentage based on the incoming flow to Reeder Reservoir.

Currently, potable water from City of Ashland is provided via few connections to the public system along Winburn Way and Granite Street. Connections, which include both irrigation and domestic water, are as follows:

- From Granite Street Main at Tennis courts
- From Granite Street Main at Maintenance Yard
- From Winburn Way at North Plaza

These water services provide water to restrooms, drinking fountains, and provide the makeup of irrigation needed to maintain the park’s green lawns. As water continues to be a resource of increasing demand and shrinking supply, the level of water usage in the park in the future should be discussed and methods to reduce irrigation needs should be considered.

Because the park receives potable water from Ashland and non-potable water from TID, there is a risk for cross contamination of the public water supply. State law requires water suppliers to create cross connection control programs to protect the public water systems from pollution and contamination. Under these programs, Lithia Park is required to provide a backflow assembly in the form of an approved air gap or reduced pressure backflow assembly at each connection to the City of Ashland potable water.

Each connection needs to be evaluated to determine if the appropriate level of backflow protection is installed and operational. Where backflow system upgrades are required,

Ashland Public Works in a joint effort with APRC would replace/upgrades systems to meet current state requirements.

### Lithia Water

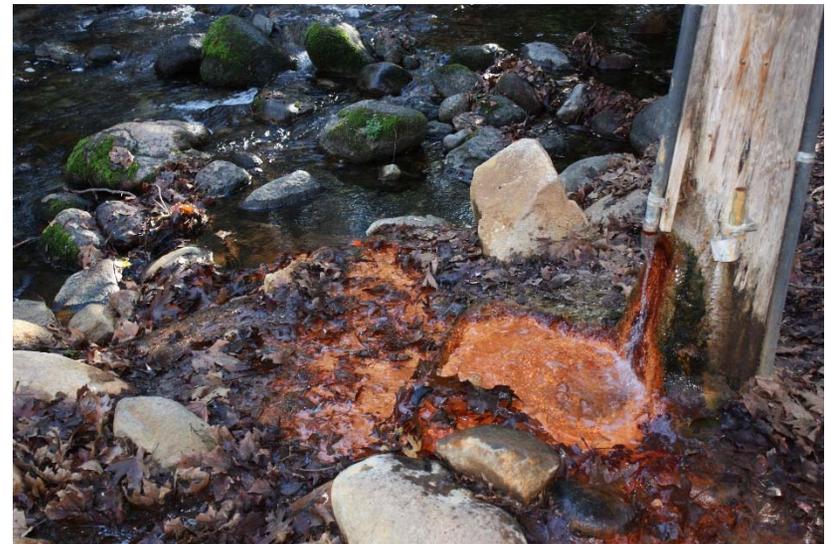
Lithia Water is mineral rich water that is high in lithium, soda, and sulphur piped from a spring miles away from the Lithia Park boundary. It is currently provided in the park at the Enders Memorial Shelter and just north of the park boundary in the downtown plaza.

Lithia water is problematic from a maintenance standpoint. The Ender’s Shelter Fountain drains through a short head driven drainage into Ashland Creek. The stone around the discharge point is discolored a rusty orange, and it is unclear if the Lithia water has a negative impact on the quality of water or water-based habitat in Ashland Creek.

In the plaza area, the water fountains drain to the City of Ashland sewer system. The sewer laterals from these drinking fountains have corrosion and mineral build-up issues which require frequent maintenance to keep the lines operational.



*Enders Shelter Fountain*



*Enders Shelter Fountain runoff into Ashland Creek*



**Lithia Water Route**

### Sewer

Sewer mains are located along Winburn Way and Granite Street. Sewer connections are provided from these mains to drinking fountains and restrooms within the park via either a gravity connection or an ejector type pump.

## Buildings and Structures

### Bridges and Boardwalks

The park contains many single span pedestrian bridges over Ashland Creek. The existing bridges are mostly wood framed, but there are also two historic concrete bridges.

Based on discussion with Ashland Parks and Recreation staff, we understand that the 1997 flood resulted in many existing wood superstructures being unseated from their foundations. Most of these superstructures were replaced with new wood framed bridges on the original foundations.

The existing wood-framed and concrete bridge superstructures appear to be in good condition. Existing concrete foundation supports also appear to be in good condition. However, many foundations are experiencing scour that is undermining the foundations. This scour should be evaluated by a geotechnical engineer and should be addressed as necessary.

Based on the frequency and magnitude of flooding of Ashland Creek and the existing topography, it does not appear practical to raise the bridges to an extent that they would avoid the effects of further flooding. Continued damage to the bridges from flooding of Ashland Creek is likely.



*Bridge on wood cribbing*



*Typical boardwalk*

Single span bridge superstructures are relatively easy to remove and relocate onto new foundations, so an opportunity exists to relocate the existing bridges to facilitate future trail realignment if desired.

Numerous wood framed boardwalks existing on the trails throughout the park and are founded on existing rocks or wood sills. No significant deterioration was noted. These boardwalks are likely very susceptible to future flood events. However, these are relatively low-cost structures to replace.

### **Buildings and Structures**

Many buildings and structures exist throughout the park, ranging from historic wood and masonry buildings to modern masonry, wood or pre-manufactured structures.

#### **Main Administration Building**

The historic administration building houses offices and a meeting space. This building consists of partial height masonry bearing walls supporting a wood framed roof and wood framed walls. The existing structure appears to be in good condition and is well maintained.

Historic buildings like this very rarely meet the requirements of modern building codes and therefore significant structural modifications are impractical. Furthermore, this structure is likely to sustain severe damage in a large earthquake.

#### **Shop Building**

The existing Shop Building appears to have been constructed in two stages. The original section of the building consists of a concrete retaining wall built into an existing hillside with hollow clay tile and wood framed walls supporting a wood framed roof. The original



*Main Administration Building*



*Shop Building*

building appears to have been expanded to the south at after the original construction with a structure consisting of CMU walls supporting a wood framed roof.

The attic space in both buildings is connected and it appears that the buildings are not structurally separated.

While the building appears to be in good condition, the structural gravity and seismic systems likely do not meet current code requirements. This means that any future renovation of the structure is not practical, as any remodel affecting structure would almost certainly require a costly seismic and gravity upgrade of the structure to meet current code.

The team discussed the possibility of converting the shop building into a public use building such as an interpretive center or retail store. However, this would be considered a change in occupancy type by the building code, requiring a costly seismic strengthening of the building to meet current seismic codes.

### Maintenance Shed

A maintenance shed exists adjacent to Ashland Creek. The existing building consists of wood framed walls on three sides supported on CMU block partial height walls. The building is rectangular in plan and one long side of the building is completely open except for wood support columns for the roof.

This structure faces similar challenges to the Shop Building noted above. While the building appears to be in good condition, the structural gravity and seismic systems likely do not meet current code requirements. This means that any future renovation of the structure would be costly, as any remodel affecting structure would



*Maintenance Shed*



*Typical masonry restroom building*

almost certainly require a seismic and gravity upgrade of the structure to meet current code.

Change of use would be considered a change in occupancy type by the building code, requiring a seismic strengthening of the building to meet current seismic codes.

### Other Structures

Numerous small structures existing throughout the park, ranging from single occupancy bathrooms to small utility structures for Parks maintenance staff. These structures appear to be in good condition.

Lightweight, pre-manufactured structures could relatively easily be relocated onto new foundations in other parts of the park to accommodate future modifications to park layout.

### Seismic Resiliency

The historic structures on the site and many of the other structures very likely do not meet current seismic codes and could sustain a substantial amount of damage during a large seismic event. Seismic strengthening of these structures would likely be costly and may impact the historic appearance of these buildings.

In addition to this, several buildings, including the historic administration building and the shop building are cut into the adjacent hillside. These adjacent slopes may cause further damage to the structures in a large earthquake and should be evaluated by a geotechnical engineer.



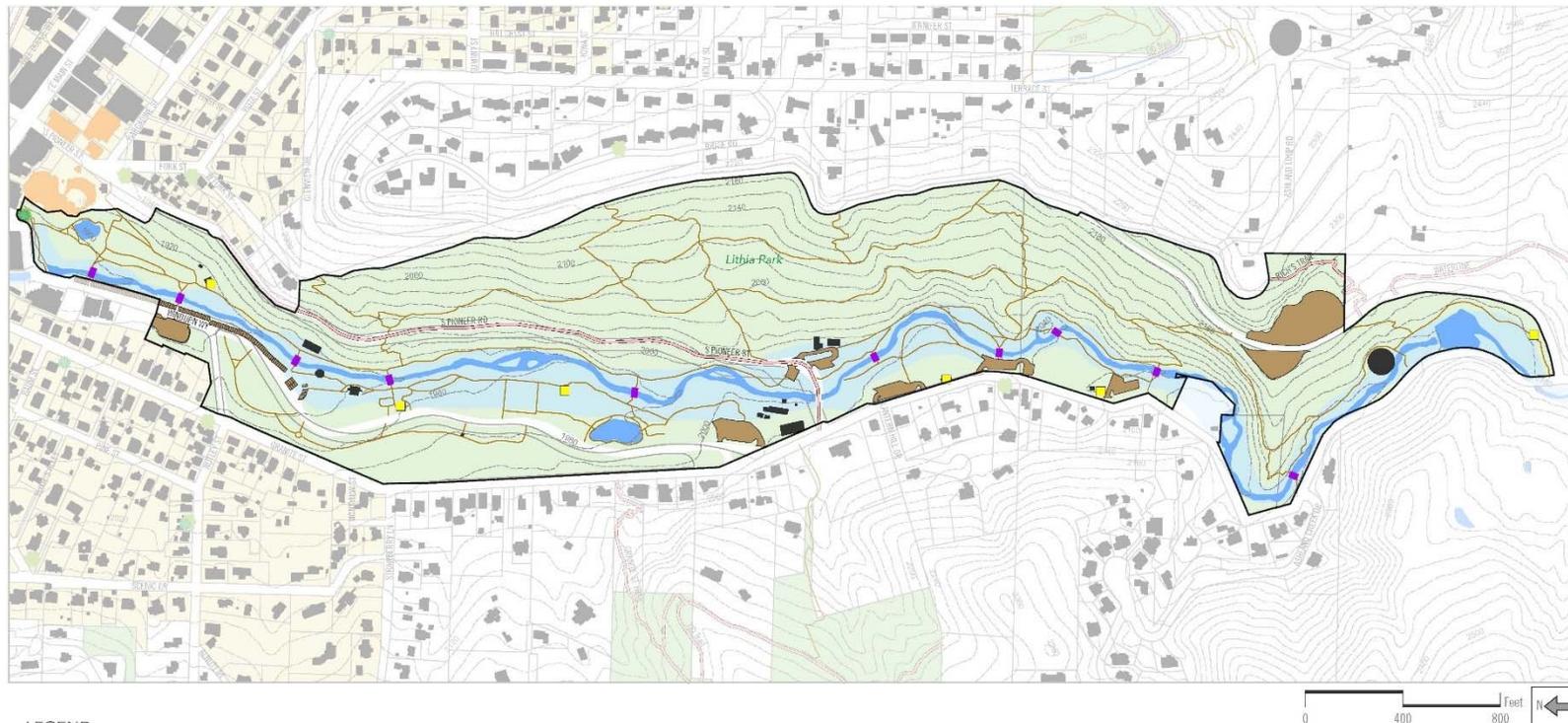
*Typical light framed or pre-fabricated restroom*

## Circulation and Parking Analysis

### Park Entrances

The main entrance to Lithia Park is from the north end, where N. Main Street becomes Winburn Way. At this point, the road makes a right turn which opens the view to the open lawn area and the urban beginning of the park, creating a strong entry view. During

the high season, this entrance is often congested. There is a secondary park entrance at Granite Street and S. Pioneer Street along the park's west side which provides access to a maintenance yard and offices of the Ashland Parks & Recreation Department as well as a parking lot. There are numerous tertiary entrances from Granite Street, S. Pioneer Street, Glenview Drive and W. Fork Street.





*Entry at N. Main Street and Winburn Way*



*Entry at C*



*One of several tertiary entry points along Granite Street*

## Roads

Lithia Park is surrounded by four primary roadways.

**Winburn Way** is a two-way road that serves as the main vehicular circulation entry into and through the western portion of the park until it ends at Granite Street. Winburn Way has sidewalks on both sides north of Nutley Street but no sidewalks to the south. Nutley Street is a residential street with no sidewalks along its one block border with the park.

**Granite Street** defines the western edge of the park between Nutley Street and Glenview Drive. Granite Street is a residential street with sidewalks on the non-park side north of the intersection with Winburn Way [confirm – it may be intermittent]. South of the intersection with Winburn Way, there are no sidewalks and the road character becomes more rural and narrow as it winds up the canyon.

**Glenview Drive** is part of the eastern border of the park. It is a largely unimproved road that provides access to public lands south of Ashland with limited residential development above the park; there are no sidewalks along its steep border with the park. There are a few trails that provide access to the park from Glenview Drive, some of these are formal trails and others are user-created.

**W. Fork Street** serves as part of the eastern edge of the park. It is a gravel road at its intersection with Glenview Drive and becomes paved along its length; however, there are no sidewalks along its border with the park.

**S. Pioneer Street** is a paved, dead-end street that ends at the park, providing direct access to the Oregon Shakespeare Festival.



*Nutley Street*



*Winburn Way*



*Granite Street*



*Parking on Winburn Way*

## Trails

Trails in Lithia Park consist of a variety of types distributed throughout the park. Generally, natural surface trails are focused on the east side of Ashland Creek or south of S. Pioneer Street's intersection with Granite Street. These trails consist of compacted earth with mulch; a variety of punchions and boardwalks provide trail surfacing at points where water passage and drainage patterns have eroded trail stability. Trail width varies.

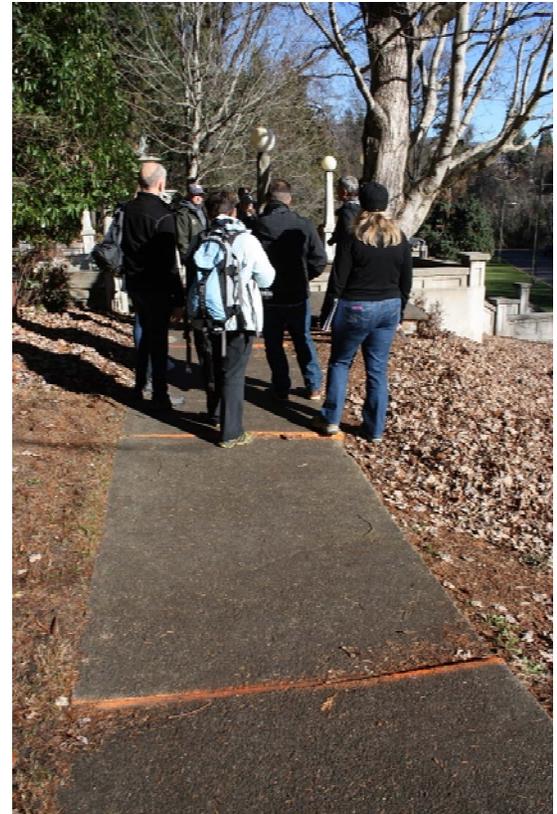
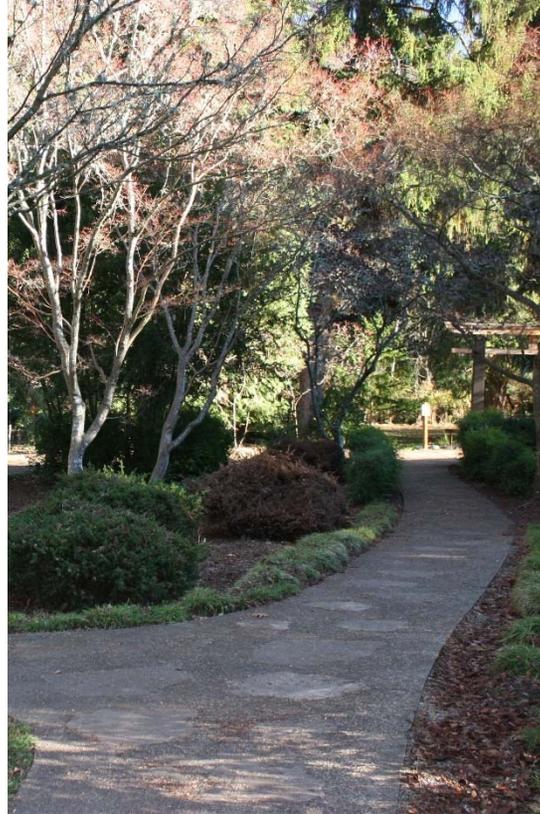
Trails on the west side of Ashland Creek and north of S. Pioneer Street are more urban in character and are paved. There is no consistent material or treatment of material used; materials include concrete, asphalt and stone with some areas having specialty treatments such as imbedded materials. Trails, in this area, include sidewalks and internal circulation paths that parallel Ashland Creek and Winburn Way with connection that provide access to the different uses, such as the bandshell and Japanese-style garden, from these paths. There are few trails that connect to Granite Street and those that do, end at the street as there is no sidewalk. Winburn Way serves as a trail as it has no sidewalks on either side between Nutley Street and Granite Street; Winburn Way is the only area within Lithia Park that allows dogs due to it being a public street.

On the east side of Ashland Creek are two primary north-south trails, one adjacent to the creek and the other beginning from the dead-end of S. Pioneer Street and ending near the Ashland Parks & Recreation Department building. A variety of trails continue from this area and provide access further south into the park and or up the canyon walls and connecting to W. Fork Street or Glenview Drive.

Bicycles are allowed on all the streets around the park and on S. Pioneer Street as it extends into the park as a trail. A section of Rich's Trail crosses Lithia Park off Glenview Drive. Mountain biking is popular in the roads and trails south of the park with routes that end downtown.

Within the park there are ten bridges that cross Ashland Creek providing connections between different areas within the park and allowing for a variety of different routes to explore the park. Bridges are more formal in character and material at the northern end of the park closer to downtown; these tend to be more ornately constructed of concrete and metal. As the crossings move south along the Ashland Creek, they become more rustic in character and tend to be constructed of wood.

While the natural resource team did not do an extensive look at the trail system within Lithia Park, they did make a few observations. There are places where the trails along the creek appear to be closer to it than is necessary, and there are opportunities for some relocation away from the creek to reduce erosion impacts. The trail network on and below the bluff is quite dense and has evolved from user paths. There may be opportunities to reduce or remove some of these and to find or improve trails that have lesser grades and fewer erosion problems. Wayfinding along the trail system is limited.





### Parking Areas (cars and bikes)

Parking is provided in a variety of locations throughout the park. Parallel and angled street parking is provided along Winburn Way north of Nutley Street, and along S. Pioneer Street by the Oregon Shakespeare Festival; these are the most urban in character and densely parked areas of or near the park. There is a parking lot north of the maintenance yard on Winburn Way and parking areas around the Ashland Parks & Recreation Department. There are three parking lots along Granite Street south of S. Pioneer Street that service the southern end of the park. There is street parking along Granite Street that is used by park visitors but the lack of sidewalks and pathways into the park limit the connectivity. There are some pullouts along Granite Street south of Ashland Creek Drive as well as along Glenview Drive that accommodate vehicles and provide some access to trails that connect to the park.

The parking lot at the north entrance of the maintenance area appears to be oversized for the number of parking spaces it provides. The lot could be reconfigured to either provide additional parking spaces, improve access into and within the park, or meet another need identified during the park master planning process. All other parking areas in the park are using their allotted space more efficiently.



*Oversized parking lot near the maintenance area*



*Parallel parking in a turn around*

## Recreation and Visitor Experience Analysis

### Recreation Activities and Facilities

As a park designed in the Olmstedian tradition, Lithia Park supports a variety of recreation activities.

### Activities Supported Throughout the Park

- **Walking/strolling** is an activity supported throughout the entire park, on a variety of path types in a diversity of settings.
- **Running** is supported by the Ashland Creek trail and along Winburn Way.
- **Picnicking** opportunities are available throughout the park, in different configurations and formats (lawns, benches, picnic tables and group picnic areas of various size).
- **Meeting and social gathering** are supported throughout the entire park, especially so in the northern half of the park (from the park offices to downtown).
- **Creek, water and nature viewing** opportunities exist throughout the park, including invasive deer that roam through the park.
- **Relaxation/being outdoors** attracts people throughout the park, with benches and places to sit available in a variety of settings.



### Activities Available at Specific Locations

Within Lithia Park are designed facilities or features that support specific recreation uses. These activities and their locations are shown on the map on the following page and depicted in the images below.

1. Playing on a playground
2. Drinking or collecting Lithia water
3. Ice skating (seasonal)
4. Wading
5. Swimming (seasonal)
6. Events/performance/entertainment (formal and informal)
7. Volleyball
8. Tennis/pickleball
9. Garden viewing
10. Biking (only on Winburn Way and the South Pioneer trail)





**BASE MAP FEATURES**

- |                             |           |                      |                   |
|-----------------------------|-----------|----------------------|-------------------|
| Lithia Park Boundary        | Parks     | Floodplain           | Historic District |
| Oregon Shakespeare Festival | Waterbody | Trail                | Taxlots           |
| Bike Path                   | Building  | 20' Contour Interval | Public Restrooms  |
| Parking & Adjacent Roadways |           | Bridge               |                   |

**AREA SPECIFIC ACTIVITIES**

- |              |                   |                |
|--------------|-------------------|----------------|
| Play         | Swimming          | Garden Viewing |
| Lithia Water | Events            | Biking         |
| Ice Skating  | Volleyball        |                |
| Wading       | Tennis/Pickleball |                |

**AREA SPECIFIC ACTIVITIES DRAFT**  
**LITHIA PARK MASTER PLAN**



### Important Recreation Connections

Lithia Park connects to two iconic Ashland destinations: Calle Guanajuato located across Winburn Way (outdoor market, outdoor dining) and the Oregon Shakespeare Festival theater (live performance) located adjacent to the park.

### Prohibited Recreation Uses

Two popular recreation uses are not allowed in the park: walking dogs (on leash or off) and biking.

Dogs may be walked on Winburn Way but are not permitted in the park. Biking is only permitted on Winburn Way and on the South Pioneer trail segment.



*Park signs prohibiting certain activities are posted at a number of entry points*



*Bicyclist on Winburn Way*

## Visitor Experience

Lithia Park has provided a memorable visitor experience for more than 100 years, drawing people into the park throughout the year. Experiencing this designed landscape is iconic to people's experience of Ashland, whether they are residents or visitors.

There are nine enhancement opportunities that would make the Lithia Park visitor experience even better:

- **Transitions between “rooms” in the park.** There is a strong sequence along the Ashland Creek trail from north to south, transitioning from cultural to natural in a logical way. On the west side of the park, the transitions and connections between different areas of the park are less purposeful. Attention to these transitions could improve the visitor experience.
- **Winburn Way.** Winburn Way is a paved vehicular route (with no sidewalks) that bisects the park. The lack of clear pedestrian routes makes visitors on foot along Winburn Way feel disoriented and unsure of where to go.
- **Improved connections to Granite Street.** There are key points where connections should exist that don't which have been referred to as “paths to nowhere.”
- **Wayfinding/orientation within the park.** A wayfinding system would orient park visitors and help them navigate the park. The lack of wifi/cell coverage within the park means that a system of signs is needed, rather than a digital wayfinding system. Creating greater visibility for entry points from the west would also enhance visitor orientation.
- **Accessibility.** There is a lack of accessibility throughout the park in general, since the park is more than 100 years old. Simply providing information about trail surfaces and challenge levels would enhance the visitor experience, especially for people with mobility challenges. Specifically marking shorter walking loops would also make using the trails more welcoming for more visitors. Paying special attention to accessibility when putting on special events would also enhance the visitor experience.
- **Restrooms.** Lithia Park has permanent restrooms distributed throughout the park. Temporary restrooms are used at the ice rink and for special events. Condition of the restrooms varies, with the restroom nearest Butler Bandshell very unpleasant in orientation and design. Restroom improvements would enhance the visitor experience.
- **Covered space/warming hut.** Lithia Park attracts visitors year-round. The addition or rehabilitation of covered space for use as a warming hut would make the park more inviting to users in winter months.
- **Food/drink/refreshments.** Downtown Ashland offers a wealth of refreshment options at the north end of the park. Further into the park, such as near the wading area and playground, there are no refreshments available. Seasonal refreshments (ice cream, lemonade, iced coffee/tea) offered within the park could enhance the visitor experience.
- **Education/interpretation.** Lithia Park has a rich natural and social history and offers many opportunities to inform visitors about the history and natural processes occurring in the park. Several people interviewed for this report said they felt there was too little in the way of environmental information and interpretation within Lithia Park. The challenge of enhancing education and interpretation is to

do so sensitively and artfully, avoiding littering the park with signs.

## Conclusion

Lithia Park has a strong foundation upon which to plan its next 100 years. This Foundation Report provides an evaluation of Lithia Park's assets, issues and opportunities in 2018, a basis for evaluating future treatments and management options for the park.

## Resources

- Enders, John. 2016. Lithia Park: The Heart and Soul of Ashland
- National Register of Historic Places-Nomination Form. Lithia Park. 1975
- Ashland Cultural Resource Inventory-Survey Form. Lithia Park. 1989
- 2016 Ashland Forest Plan, City of Ashland
- Reeder Reservoir Study, 2008, Brown and Caldwell
- Natural Vegetation of Oregon and Washington, Franklin and Dyrness
- Ashland Creek - embracing Human Amenity Needs in Urban Stream Restoration Design, Tod Moses and Paul Fishman
- Ashland Watershed Assessment and Action Plan, 2007, Bear Creek Watershed Council
- Bear Creek Watershed Assessment, 2001
- Park and Trails Master Plan, 2006
- Field Guide to Forested Plant Associations of SW Oregon, USDA Forest Service, 1996.

- Stream Systems, Williams and Reeves in, Restoring the Pacific Northwest, 2006, Society for Ecological Restoration

## Interviews:

- JoAnn Eggers, park neighbor and former Commissioner
- Marni Koopman and Dominick DellaSala, Geos Institute
- Chris Chambers, Ashland Fire and Forest Lands Commission representatives
- Alexis Brickner and Brian Barr, Rogue River Watershed Council
- Dan Van Dyke, Oregon Department of Fish and Wildlife

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Rachel Dials, Recreation Superintendent  
**DATE:** March 21, 2018  
**SUBJECT:** Request from Siskiyou Challenge for Amplification at Lithia Park Reservoir (Action)

---

### **Action Requested**

Rogue Valley Farm to School (RVF2S) is requesting amplification at the Swimming Reservoir in Lithia Park for the Siskiyou Challenge event on April 28, 2018, for an SOU Steel Drum Band performance.

### **Background**

Representatives of RVF2S have submitted the required Special Event applications for the Siskiyou Challenge event to be held on Saturday April 28, 2018. The Siskiyou Challenge is a multi-sport relay race held in locations around Ashland that include Scienceworks, Emigrant Lake and Lithia Park. The swimming reservoir serves as an important area for this event as it will be a transition location for multiple legs of the relay. The SOU Steel Drum Band would provide entertainment to participants and their families waiting to start or end their relay.

There is one electric outlet located on the restroom at the Swim Reservoir but it does not have sufficient amperage for the sound system to be used. A small generator provided by the event organizers would be used instead and the bass drum would be the only amplified piece.

Amplification in parks is not allowed without a special permit from the Ashland Parks and Recreation Commission. The only park area where staff can approve amplification by permit is the Lithia Park Butler Bandshell. Renters are held to 1.5 hours of amplification. As part of the City of Ashland permit process, the event organizers are required to notify neighbors in the vicinity of the event.

Greg Dills and Sheila Carter, representatives of RVF2S, will be on hand to answer any questions about the event or the request.

### **Recommendation**

Staff recommends approval of this amplification request for 1.5 hours (9:30-11am) on Saturday April 28, 2018.

### **Attachment**

Special Event Application



# Special Event Request Form

*[Handwritten signature]*

**IF FORM IS NOT COMPLETELY FILLED OUT IT WILL BE RETURNED TO YOU**

Applicant Name GREG DILLS

Email GREG@RVFARM2SCHOOL.ORG

Organization ROGUE VALLEY FARM TO SCHOOL

Phone (541) 631-8841

Mailing Address PO BOX 898  
ASHLAND, OR 97520

Date(s) of Event 4/28/18

Hour(s) of Event 6am - 1pm

A \$25 application fee is due at the time of submission

(in your estimate of hours, please include set-up and take-down time)

**Type of Event:** Please provide a specific, detailed description of the event. Include site plans, maps and any special requirements. Special requirements include portable toilets, trash cans, amplification, how the event is being promoted, and potential impacts on turf or trails. **Attach additional pages as needed.**

WE WOULD LIKE TO BOOK THE SOU STEEL DRUM BAND TO PLAY AT THE SWIMMING RESERVOIR FROM 9:30am-11am AND AME ASKING FOR APPROVAL TO DO SO. THEY MAY HAVE AN AMPLIFIED BASS BUT WILL KEEP THE SOUND LOW ENOUGH NOT TO BOTHER THE NEIGHBORS.

**Please check all that will apply to your event:**

- Staking anything into the ground
- Running chutes
- Finish line arches
- Generators
- Canopies
- Tents (1-10x10-TENT RUFFS OUTRIGGERS)
- Electricity

Will your event require a street closure? Yes  No

Please note that almost all street closures require you to fill out a City of Ashland Special Event Form. <sup>SUBMITTED</sup>

Which streets? GRANITE ST & GREENVIEW DRIVE Times of closure: 8am-2pm

There must be two volunteers at each closure area for the duration of the street closure. Please initial your understanding of this requirement (S)

Will your event require amplification? Yes  No  If yes, it will require prior approval by the Parks & Recreation Commission if the proposal specifies using a park area other than the Lithia Park Bandshell. The amplification limit is 1.5 hours, no louder than 75 decibels, and ending by 8:00pm.

Are you requesting booths in Lithia Park? (S) Yes  No  <sup>@ reservoir - information only</sup> If yes, submit the Bandshell site plan and view attached policy. You can have booths in the Bandshell Parking area and on either side of Winburn Way (cannot use both sides to allow emergency access).

How many booths? 1 The maximum is 25 booths no larger than 10x10.

What types of booths? (information/food/artisan) INFORMATION

What hours will the booths be open? 9am-12pm

Will money be exchanged at the booths? Yes  No

If yes, how much? N/A

Is a percentage of money from vendor booths supporting this event? Yes  No



# Special Event Request Form

How many people will participate? 300

Is this event a fundraiser?  If yes, who will benefit? ROGUE VALLEY FARM TO SCHOOL

Is the organization responsible for coordinating the event a 501(c)(3)? YES

If yes, please include the tax ID number 93-1322736

Is there a fee associated with the event?  If yes, how much? \$90-\$460 (6-Person Team)

Note: Selling in City of Ashland Parks is prohibited. Donations are allowed. - WE ARE NOT SELLING ANYTHING IN THE PARK

### Please describe your plan for recycling during the event and clean up during and after the event

The organizer is responsible for the removal of all garbage, litter, and debris created by the event that does not fit into the trash cans provided. Removal of debris, temporary containers and general park clean-up around the event area should occur immediately after the actual event and be completed within the scheduled permit time.

WE HAVE SEVERAL VOLUNTEERS, STAFF + BOARD MEMBERS WHO WILL DO A SWEEP TO MAKE THIS A LEAVE NO TRACE EVENT. WE WILL PACK UP THE BIKERACKS AND BAG UP ANY TRASH TAKING IT WITH US.

**Requirements for Bathrooms** Event organizer is responsible for providing portable toilets if they estimate there will be more than 200 people in attendance. Please describe your plan.

ALTHOUGH WE MAY HAVE 300 RACKS THEY WILL NOT ALL BE IN THE PARK BUT AT SCIENCEWORKS. WE DO NOT ANTICIPATE MORE THAN 200 PEOPLE IN ATTENDANCE.

**Plan for Potable Water** There is no potable water available. This means the event organizer is responsible for bringing in any drinking water for the event. Please describe your plan.

WE WILL PROVIDE DRINKING WATER OUT OF BIG WATER COOLERS. WE WILL PACK THEM IN + OUT AND ARE ONLY USING REUSABLE CONTAINERS.

**Plan for Grey Water** What is your plan to contain and dispose of grey water off-site?

WE DON'T ANTICIPATE PRODUCING ANY GREY WATER

  
Applicant Signature

3/13/18  
Date

OFFICE USE ONLY		
Total Fee <u>25<sup>00</sup></u>	PAID Check _____	Cash _____ Credit Card <u>25<sup>00</sup></u>
Date Paid <u>3/20/18</u>	EVENT IS:	
	Approved _____	Denied _____
	Date _____	



# Special Event Request Form

## Approval Process

The City of Ashland Parks & Recreation staff will review your completed application and respond as soon as possible. Submission of application does not mean that the event has been approved. Staff will contact you directly by email or letter.

Please note that some events do require Parks & Recreation Commission approval and may require you to present your request at a Parks Commission regular meeting. Those event requests should be turned in three months prior to the requested event date(s).

## Insurance

Evidence of appropriate insurance may be required before final approval.

## Other Permits

Some events may require obtaining additional approvals/permits through other city offices.

## Damage to Property

Permit holders will be held responsible for any loss or damages that may occur during facility use.

## Fees

Application Fee of \$25 due at time of submittal.

\$1 per runner for Middle and High School running events in park areas.

If custodial staffing is required, a \$25/hour fee will be charged.

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** March 21, 2018

**SUBJECT:** Briscoe School Park Acquisition (Action)

---

Having been given direction by the Ashland Parks and Recreation Commissioners, staff entered into negotiations with the Ashland School District for the purpose of creating a deal to purchase the Briscoe Park property. The negotiations continued for some time; however, we have come to an agreement that I believe will satisfy the goal of purchasing this neighborhood park in the Skidmore Academy neighborhood.

Multiple options for structuring the purchase, and the purchase price, were explored throughout the negotiation process. And throughout the process, Parks staff worked closely with City staff as this was a joint venture to purchase the entire 3.79 acre parcel from the School District. Parks staff negotiated for the approximately 1.7 acre park property, where City staff were negotiating for the school building and the surrounding land not included in the park.

Staff is presenting a Letter of Intent (LOI) with this report, which is substantially a purchase agreement that outlines the details of the parameters of the property purchase. To summarize the agreement with APRC and the School District, the following are the facts:

1. APRC will pay a total of \$500,000 for the purchase of the park property (the appraised value of the area of the park is \$850,000). The purchase amount will be paid in 10 installments of \$50,000 each with the first payment due at closing and nine consecutive yearly payments due after.
2. APRC will be required to execute a promissory note in the amount of \$450,000 after the initial payment of \$50,000 is made at the time of closing.

3. APRC will not be penalized for early payment, should the Commissioners choose to pay the full price sooner.
4. Ashland School District, in return, agrees to work with APRC in good faith to complete, by July 1, 2018, an Intergovernmental Agreement regarding the maintenance obligations and compensation, or reimbursement, for the actual cost of APRC to provide services to the School District for their use of North Mountain Park sports fields.

### **Partitioning the Park**

The property is being purchased in total by the City of Ashland; however, approximately 1.7 acres of the property will be purchased with funds from the Food and Beverage Tax dedicated to the acquisition of parkland. As a result, it is necessary that the City and APRC to work together to partition the property separating the Briscoe Park portion from the remaining Briscoe School portion. A map with the boundary line suggestion is attached to this report.

### **Oregon Child Development Center**

The Oregon Child development Center (OCDC) currently operates a program out of the Briscoe School. That program is important for migrant workers in the Valley and their children who receive an education at Briscoe School. OCDC plans to continue to lease the building from the new owners (the City) through at least the existing lease period (year-end 2019). Additionally OCDC has the requirement that an appropriate (according to federal standards) playground be provided for the children attending the school. To my knowledge this is a federal requirement that is linked to the funding of the program. The existing playgrounds at the Briscoe Park do not meet the federal standards.

Prior to discussions of purchasing the park, OCDC and the School District negotiated the use of a portion of the park property for this new playground area. From the time that it was known that APRC was interested in purchasing the property, the School District was kind enough to bring us into these discussions about the OCDC play area.

From discussions I was involved in, my understanding is that OCDC is requesting the use of approximately .25 acres of land in the grassy park area for their required play area. This play area would have a low fence surrounding it with a shed, or sheds, which would house the portable play equipment that would be produced at the time the school children are playing. After school hours, the play equipment would be stored in the sheds and the area could potentially be open to the public; however, the fence would remain so long as OCDC occupies the building.

Staff is satisfied with this arrangement, with the understanding that at the time when OCDC discontinues their use of the school building, the area that was set aside for their play area would revert back to Parks and Recreation and the Briscoe Park indefinitely.

To accommodate this in a manner that will be the least confusing in the years to come, I am proposing that the OCDC play area be included inside the boundary of the Briscoe Park. As a result, at the time OCDC discontinues its use, the park will naturally, and without any further actions, revert back to park space and the general use of the public.

### **Funding the Purchase of Briscoe Park**

Staff is proposing that food and beverage tax proceeds be used to make the 10 payments of \$50,000. As will be represented on Monday in the staff presentation, the food and beverage tax can accommodate the payment of \$50,000 per year for the next 10 years. However, at an appropriate point in time, Parks Commissioners could direct staff to pay the entire balance of the remaining portion of the purchase price without any penalty from the school district, provided that the funds are budgeted in advance and are available.

### **Recommendation**

It has been a direction of the Parks Commissioners to work toward acquiring the park property at Briscoe School since the time that the School District announced that they would consider disposing of the property. Staff has worked to explore many options to purchase the property and negotiations have taken place over several months. At this point in time I am presenting a negotiated agreement that not only takes into account the needs for parks, but also for the School District and the City of Ashland. In truth the fact that we are purchasing this property with the City of Ashland has made all the difference.

I recommend that the Ashland Parks and Recreation Commissioners approve the purchase of the Briscoe School Park, approximately 1.7 acres of parkland in the Skidmore Academy district, for the use of a neighborhood park. I further recommend that the Commissioners authorize the expenditure of \$500,000 as detailed in this report and in the letter of intent attached to this report.

### **Possible Motion**

I moved to approve the purchase of the Briscoe School Park as detailed in the attached letter of intent and the staff report for the sum of \$500,000.

Attachments: Letter of Intent, Map of Briscoe School Property with Proposed Boundary of Partition.

# REAL ESTATE SALE AND PURCHASE AGREEMENT

THIS REAL ESTATE SALE AND PURCHASE AGREEMENT (hereinafter “the Agreement”) is made and entered into on this \_\_\_\_ day of March, 2018, between ASHLAND SCHOOL DISTRICT, an Oregon school district (hereinafter referred to as “Seller”), and THE CITY OF ASHLAND, OREGON (hereinafter referred to as “the City”), and THE CITY OF ASHLAND, OREGON PARKS AND RECREATION COMMISSION (hereinafter referred to as “Parks and Rec”). The City and Parks and Rec are sometimes referred to herein jointly as “Purchaser”.

## RECITALS:

1. Seller is the owner of the real property and improvements commonly known as 265 N. Main Street in Ashland, Jackson County, Oregon, legally described as map and tax lot 391E05DD TL 2500, Jackson County account no. 1-005809-9 (“the Property”). The Property consists of approximately 3.74 acres, more or less, and on which is situated an approximately 33,980 square foot building.
2. Seller agrees to sell the Property to Purchaser and Purchaser agrees to buy the Property from Seller for the price and on the terms and conditions set forth below.

## AGREEMENT:

### Section 1. Purchase Price; Payment; Security.

**1.1 Total Purchase Price.** Purchaser promises to pay Seller as the total purchase price for the Property the sum of TWO MILLION FORTY THOUSAND AND 00/100 DOLLARS (\$2,040,000.00) (hereinafter “the Purchase Price”).

**1.2 Payment of Total Purchase Price.** The Purchase Price shall be paid by the City and Parks and Rec as follows:

**1.2.1 The City’s Portion of the Purchase Price.** The City will pay a total of \$1,540,000.00 of the Purchase Price. This amount will be paid in fourteen (14) installments of \$110,000.00 each. The first installment will be due on the Closing Date, as that term is defined herein. Subsequent installments of \$110,000.00 will be due each year thereafter on the anniversary of the Closing Date (“the Anniversary Date”) until the entire sum of \$1,540,000 has been paid in full on or before the thirteenth (13<sup>th</sup>) Anniversary Date following the closing date of the sale of the Property. The obligation to make the remaining installment payments owed by the City will be evidenced by a promissory note executed by the City in the amount of \$1,430,000.00. The promissory note will not include any penalty for early payment.

**1.2.2 Parks and Rec’s Portion of the Purchase Price.** Parks and Rec will pay a total of \$500,000.00 of the Purchase Price. This amount will be paid in ten (10) installments of \$50,000.00 each. The first installment will be due on the Closing Date. Subsequent installments of \$50,000.00 each will be due each year thereafter on the Anniversary Date until the entire sum of \$500,000.00 has been paid in full on or before the ninth (9<sup>th</sup>) Anniversary Date. The obligation to make the remaining installment payments owed by Parks and Rec will be evidenced by a promissory note executed by Parks and Rec in the amount of \$450,000.00. The promissory note will not include any penalty for early payment.

**1.3 Trust Deed on the Property.** On the Closing Date, the City will execute a first deed of trust on the Property, with Seller as beneficiary, to secure the obligations on the promissory notes described in Sections 1.2.1 and 1.2.2, above. The trust deed will be recorded in the Official Records of Jackson County as a lien on the Property until such time as the promissory notes have been satisfied in full.

**Section 2. Taxes.** All ad valorem real and personal property taxes and all governmental or other assessments levied against the Property for the current tax year will be prorated between Seller and Purchaser as of the Closing Date. Purchaser will be solely responsible for any and all taxes and assessments that are levied against the Property after the Closing Date. Because Seller, the City and Parks and Rec are tax-exempt entities, it is anticipated that there will not be any real property taxes to be prorated.

**Section 3. Section 3. Contingencies to Closing.**

Purchaser's obligation to purchase the Property is contingent upon the satisfaction or waiver of each of the contingencies set forth below:

**3.1 Due Diligence Investigation.** The City's satisfaction, in its sole discretion, with the results of its due diligence investigation into the Property. Seller agrees to cooperate with the City's reasonable requests in connection with the City's due diligence investigation, and Seller shall use its best efforts to promptly provide the City with such information as it may reasonably request in connection with such due diligence. To permit the City to conduct its due diligence investigation, Seller will permit the City and its agents to have reasonable access to the Property, subject to the rights of any existing tenants of the Property. The City will direct any and all requests for access to the Property and any other materials requested from Seller in connection with the City's due diligence investigation to Jordan Ely, Seller's Business Services Director.

**3.2 Preliminary Title Report.** Approval by the City of a preliminary title report for the Property. Within ten (10) days after full execution of this Agreement, Seller shall obtain and deliver to the City a preliminary title report showing the condition of title to the Property, together with copies of all exceptions listed therein (the "Title Report"). The Title Report shall be prepared by First American Title Insurance Company of Oregon through their Ashland, Oregon, office. The City will have five (5) days from receipt of the Title Report to review the Title Report and to notify Seller, in writing, of the City's disapproval of any exceptions shown in the Title Report. Those exceptions not objected to by the City are referred to in this Agreement as the "Permitted Exceptions." If the City notifies Seller of disapproval of any exceptions, Seller shall have five (5) days after receiving the disapproval notice to either remove the exceptions or provide the City with reasonable assurances of the manner in which the exceptions will be removed before the transaction closes. If Seller does not remove the exceptions or provide the City with such assurances, the City may terminate this Agreement by written notice to Seller given prior to the Closing Date, in which event this Agreement shall be null and void and of no further force and effect. If the City does not so notify Seller, the City shall be deemed to have accepted the condition of title to the Property.

**3.3 Free and Clear Title.** Evidence acceptable to the City that the Property will be conveyed to the City on the Closing Date free and clear of any and all liens and other encumbrances on the Property, excepting any Permitted Exceptions and excepting any leases described in Section 3.4, below.

**3.4 Leasehold Interests.** The City's review and acceptance of any existing leases, rental agreements, or other tenancies affecting the Property which may continue after the Closing Date,

and/or the City's negotiation of a new long-term lease with any existing tenants on the Property.

**3.5 No Change in Condition of Property.** The Property continuing to be operated and maintained by Seller in substantially the manner and condition as on the date of full execution of this Agreement, consistent with Seller's past practices.

Each of the contingencies set forth in this Section 3 must be satisfied or waived within twenty-one (21) days after the full execution this Agreement ("the Contingency Satisfaction Period"). If one or more of the contingencies are not satisfied prior to the expiration of the Contingency Satisfaction Period, the City must give written notice of such dissatisfaction to Seller, with a copy to the Escrow Agent, prior to the expiration of the Contingency Satisfaction Period and, in such event, this Agreement shall be terminated and of no further force and effect. If the City fails to give such written notice of dissatisfaction prior to the expiration of the Contingency Satisfaction Period, the contingencies will be deemed to have been satisfied or waived by the City.

#### **Section 4. Closing**

**4.1 Closing Date; Escrow Agent.** Time is of the essence of this Agreement. This transaction shall be closed as soon as possible following the expiration of the Contingency Satisfaction Period, but in any event on or before April \_\_\_\_\_, 2018 unless extended by written agreement of Seller and Purchaser (hereinafter "the Closing Date"). Closing shall occur at the Ashland office of First American Title, with \_\_\_\_\_ as closing escrow officer ("Escrow Agent").

**4.2 Closing Costs.** The City shall be responsible for payment of the recording fees for recording the Deed and the Trust Deed. Seller shall be responsible for the cost of an owner's standard policy of title insurance for the Property, as provided in Section 4.4, below. All other closing costs and fees of the Escrow Agent shall be split equally between Seller and the City.

**4.3 Delivery of Deed.** On the Closing Date, Seller agrees to make, execute and deliver to the City a good and sufficient statutory warranty deed conveying the Property, free and clear of all liens and encumbrances except those of record, to the City. It is expressly agreed that Parks and Rec will not be a grantee on the deed, and that title will be conveyed to the City only.

**4.4 Assignment of Existing Leases.** In the event that the City does not negotiate new leases with the existing tenant on the Property, the District will execute an assignment of its interest as landlord under the existing lease(s) for the Property to the City, subject to the City's obligation to assume all obligations and duties of the landlord from the Closing Date through the expiration of such lease(s) and to indemnify and hold the District free and harmless therefrom.

**4.5 Title Insurance.** Within fifteen (15) days after the Closing Date, Seller shall deliver to the City an ALTA owner's policy of title insurance, standard form, in the full amount of the Purchase Price, insuring the City as the owner of the Property and subject only to the usual printed exceptions and any Permitted Exceptions.

**Section 5. Possession.** Purchaser shall be entitled to possession of the Property on the Closing Date, subject to any existing leases to be assumed by the City.

**Section 6. Representations, Warranties, and Covenants of Seller.** Seller represents and warrants to Purchaser that:

**6.1 Covenants of Title.** Seller is the owner of good and marketable title to the Property free of all liens and encumbrances except those encumbrances of record.

**6.2 No Liens or Violations of Law.** Seller has not received any notice of any lien to be assessed, or threatened to be assessed, against the Property, and Seller has not received any written notice from any governmental agency of any violation of any statute, law, ordinance, or deed restriction, rule, or regulation with respect to the Property. Seller further covenants, represents and warrants to Purchaser that Seller will keep the Property free and clear of all liens and encumbrances, and to pay and discharge of record any such liens which may hereafter be claimed or imposed against the Property, or any part thereof, through the Closing Date, or supply assurances satisfactory to Seller that said liens, or any judgments or decrees entered thereon, will be paid and discharged of record as of the Closing Date.

**6.3 No Hazardous Materials or Waste.** To Seller's knowledge, the Property has not been used for the storage or disposal of any hazardous material or waste and the Property has not been identified by any governmental agency as a site on which environmentally hazardous materials or wastes have been or may have been located or deposited.

**6.4 Maintenance of Property.** Seller covenants, represents and warrants to Purchaser that between the date of execution of this Agreement by Seller and the Closing Date, Seller will keep all buildings, other improvements, landscaping and personal property, if any, now existing or that shall be placed on the Property, in good condition and repair, and shall not permit any waste of the Property, nor make any substantial improvements or alterations that reduce the value of the Property without the prior written consent of Purchaser. Seller shall complete or restore promptly, in good faith and in a workmanlike manner and in good condition, any building, landscaping, other improvements or personal property, if any, which may be injured, damaged or destroyed and to pay all costs, fees and charges connected therewith.

**6.5 Seller's Disclaimer of Warranties; Property Conveyed "AS IS".** Except as expressly set forth in this Agreement, Seller makes no other representations or warranties, express or implied, as to the Property or the condition or state of repair thereof, it being understood by all parties that the Property will be conveyed to Purchaser "AS IS", except for the warranties set forth herein and such warranties as may arise by law under the Deed.

**Section 7. Post-Closing Obligations.**

**7.1 Liability; Partition of Property.** Seller shall have no further obligations or liability with respect to the Property from and after the Closing Date, except as set forth in Section 7.2, below. Without in any way limiting the foregoing, the City and Parks and Rec will have the sole responsibility for undertaking any partition of the Property to create separate and distinct parcels.

**7.2 Boiler Maintenance.** Seller agrees to perform preventative maintenance on the boiler located in the existing building on the Property until such time as the portion of the Purchase Price to be paid by the City, as set forth in Section 1.2.1, above, has been paid in full. For purposes of this obligation, "preventative maintenance" shall be limited to the following: (i) "blow downs", which will be performed by Seller three (3) times per week; and (ii) filter changes when and as needed. In order to maintain the boiler's certification, it must also undergo an internal inspection every two (2) years and an external inspection six (6) months after each internal inspection. Seller will agree to schedule

and coordinate the required internal and external inspections of the boiler, provided that the actual cost of such inspections will be paid by the City. Any and all other obligations with respect to the boiler, including but not limited to any repairs necessary or required to be made to the boiler or any other aspect of the Property, shall be the sole responsibility of Purchaser and at Purchaser's sole cost and expense. Seller does not and cannot warrant that repairs will not be required to be made to the boiler, notwithstanding any preventative maintenance undertaken by Seller, and the City agrees that all such repairs are its sole responsibility. Once the City's portion of the Purchase Price has been paid as set forth in Section 1.2.1, Seller's preventative maintenance obligations with respect to the boiler will terminate entirely.

**7.3 Intergovernmental Agreement for Maintenance and Use of North Mountain Park.**

The District and Parks and Rec agree to use good faith efforts to complete, by July 1, 2018, an intergovernmental agreement ("IGA") regarding the maintenance obligations and compensation for the District's use of the North Mountain Park sports fields.

**Section 8. Time of the Essence.** Time is of the essence of this Agreement. If the contingencies described in Section 3 of this Agreement are satisfied or waived by Purchaser and the sale does not thereafter close by the Closing Date, this Agreement may be terminated by Seller or Purchaser and the parties shall have no further obligations to each other.

**Section 9. Successor Interests.** This Agreement shall be binding upon and inure to the benefit of the parties, their successors, heirs and permitted assigns.

**Section 10. Prior Agreements.** This Agreement, and the documents described herein, constitute the entire, final, and complete agreement of the parties pertaining to the sale and purchase of the Property, and supersedes and replaces all prior or existing written and oral agreements between the parties or their representatives relating to the sale and purchase of the Property. This Agreement may not be modified or amended except by a written agreement executed by all parties.

**Section 11. Applicable Law.** The parties agree that the laws of the state of Oregon shall be used in construing this Agreement and enforcing the rights and remedies of the parties.

**Section 12. Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall constitute an original, but all of which together shall constitute one and the same instrument.

**Section 13. Miscellaneous Provisions.**

**13.1 Severability.** The parties agree that should any provisions, terms or conditions herein be declared by any court to be invalid, void, unenforceable or illegal, the validity of the remainder of this Agreement shall not be affected, impaired or invalidated thereby and shall remain in full force and effect.

**13.2 Attorney Fees.** In the event of any dispute regarding this Agreement, the prevailing party shall be entitled to recover all reasonable costs incurred in enforcing this Agreement, including reasonable attorneys' fees, even though suit or action is not filed, and if suit or action is filed, the prevailing party shall be entitled, in addition to costs and disbursements provided by statute, such additional sum as the court may adjudge reasonable as attorneys' fees, in the trial court, on any appeal, and/or in any bankruptcy proceeding.

**13.3 Acceptance.** This Agreement shall be null and void unless accepted by Purchaser, by Purchaser's execution of it, by not later than April 3, 2018.

**13.4 ORS 93.040 Disclosure.** The following disclaimer is made pursuant to ORS 93.040:

THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO VERIFY THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first above written.

**SELLER**  
ASHLAND SCHOOL DISTRICT

**PURCHASER**  
THE CITY OF ASHLAND, OREGON

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

CITY OF ASHLAND, OREGON PARKS  
AND RECREATION DEPARTMENT

By: \_\_\_\_\_  
Its: \_\_\_\_\_



BRISCOE NEIGHBORHOOD PARK BOUNDARY  
& OCDC SPECIAL USE AREA

APRC - MARCH 21, 2018  
NOT TO SCALE

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Jeffrey McFarland, Interim Parks Superintendent

**DATE:** March 22, 2018

**SUBJECT:** Selection of ACAG Committee Staff Representatives (Action)

---

As part of the City's 2012 Water Master Plan, the City plans to pipe approximately two miles of the front section of the Ashland TID Canal from Starlite Place to Terrace Street. The goal will be to improve water quality and conserve water quantity within the Ashland (TID) Canal and Ashland Creek, the outlet of the Ashland Canal.

City of Ashland Public Works has requested the appointment of a staff representative or representatives from APRC to serve on the recently formed Ashland (TID) Canal Advisory Group (ACAG). By serving on this committee, APRC staff representatives will have the opportunity to help guide the Ashland (TID) Canal Piping Project and provide guidance to other City staff about trails and trail easements.

**Staff Recommendation / Possible Motion:**

Based on prior experience with trails and trail easements, staff is recommending the appointment of two APRC staff representatives on the ACAG Committee: Jeffrey McFarland and Jason Minica.

**Attachments:**

- ACAG Letter of Invitation
- Canal Map

February 21, 2018

Dear City Commissioners/Liaisons and members of the public,

As you know, water is one of Ashland's most precious resources and the City of Ashland takes its responsibility as a steward of our region's water and watersheds very seriously. This Stewardship includes improving water quality and conserving water quantity within the Ashland (TID) Canal and Ashland Creek, the outlet of the Ashland Canal.

As part of the City's 2012 Water Master Plan, which was vetted by the Ashland Water Advisory Committee and approved by City Council, the City will pipe approximately two miles of the front section of the Ashland Canal from Starlite Place to Terrace Street. A map of the proposed section to be piped can be found here. [Map](#)

The City of Ashland Public Works Department would like to invite one representative from your Commission to participate in the recently formed Ashland (TID) Canal Advisory Group (ACAG). By serving on this committee, members will have the opportunity to help guide the Ashland (TID) Canal Piping Project and serve in an advisory role to City Staff.

#### **ACAG Responsibilities:**

- Attend dedicated ACAG meetings to discuss project specifics and review progress. (Meeting frequency will be dependent on project phases; once every other month or as deemed necessary by City staff)
- Provide constructive feedback on project development, constraints, and public outreach.
- Participate in review of preliminary plans and preliminary reports.
- Attend introductory meeting on April 2, 2018 at 51 Winburn Way in the Siskiyou Room 5:30 - 7 p.m.
- We hope to keep your involvement through the final engineering phase, estimated to be complete in late 2019.

#### **Ashland Canal Piping Project Overview**

The goal of the piping project is to replace the open-channel irrigation canal with below-ground pipe(s) to improve the water quality in Ashland Creek and to assist the City's goal for overall water conservation.

The City receives a portion of its water supply from Talent Irrigation District (TID). This water is delivered via the Ashland Canal as a source of seasonal irrigation water. In years when water supplies are limited, the Ashland Canal is used as a supplemental water source. The water is treated to drinking water standards at the City's Water Treatment Plant (WTP). Raw water in open canals is vulnerable to contaminants from a variety of sources. These contaminants increase treatment costs at the WTP and reduce water quality in Ashland Creek. Additionally, open canals are susceptible to water losses through seepage and evaporation. More information can be found here: [Council Staff Report](#).



# CITY OF ASHLAND

## Project Status:

The preliminary engineering phase (survey and field work) will begin February 2018 and is expected to take eleven months. Construction is not anticipated until 2020.

Phase	Action	Date
1A	Preliminary engineering phase (survey and field work). This phase is currently underway.	Current
1B	Public outreach, obtaining permits, easements and construction work agreements	December 2018 – June 2019.
2	Final engineering	June 2019 – December 2019
3	Construction of piping project	2020

Please consider our invitation and let us know of your decision no later than February 28, 2018. We look forward to hearing from you and appreciate your consideration. Additionally, we have scheduled a neighborhood meeting for residents living adjacent to this portion of the canal to answer any questions or concerns they may have. The meeting is scheduled for March 6th in room 319 at Southern Oregon University in the Stevenson Union from 4 -6 p.m. You are welcome to join us at this meeting as well.

Please don't hesitate to call 541-552-2062 or email [Julie.smitherman@ashland.or.us](mailto:Julie.smitherman@ashland.or.us) if you would like additional information or have further questions. We hope you will join us in this important work!

Thank you,

*Ashland Canal Project Staff*

Kevin Caldwell, Project Manager, City of Ashland

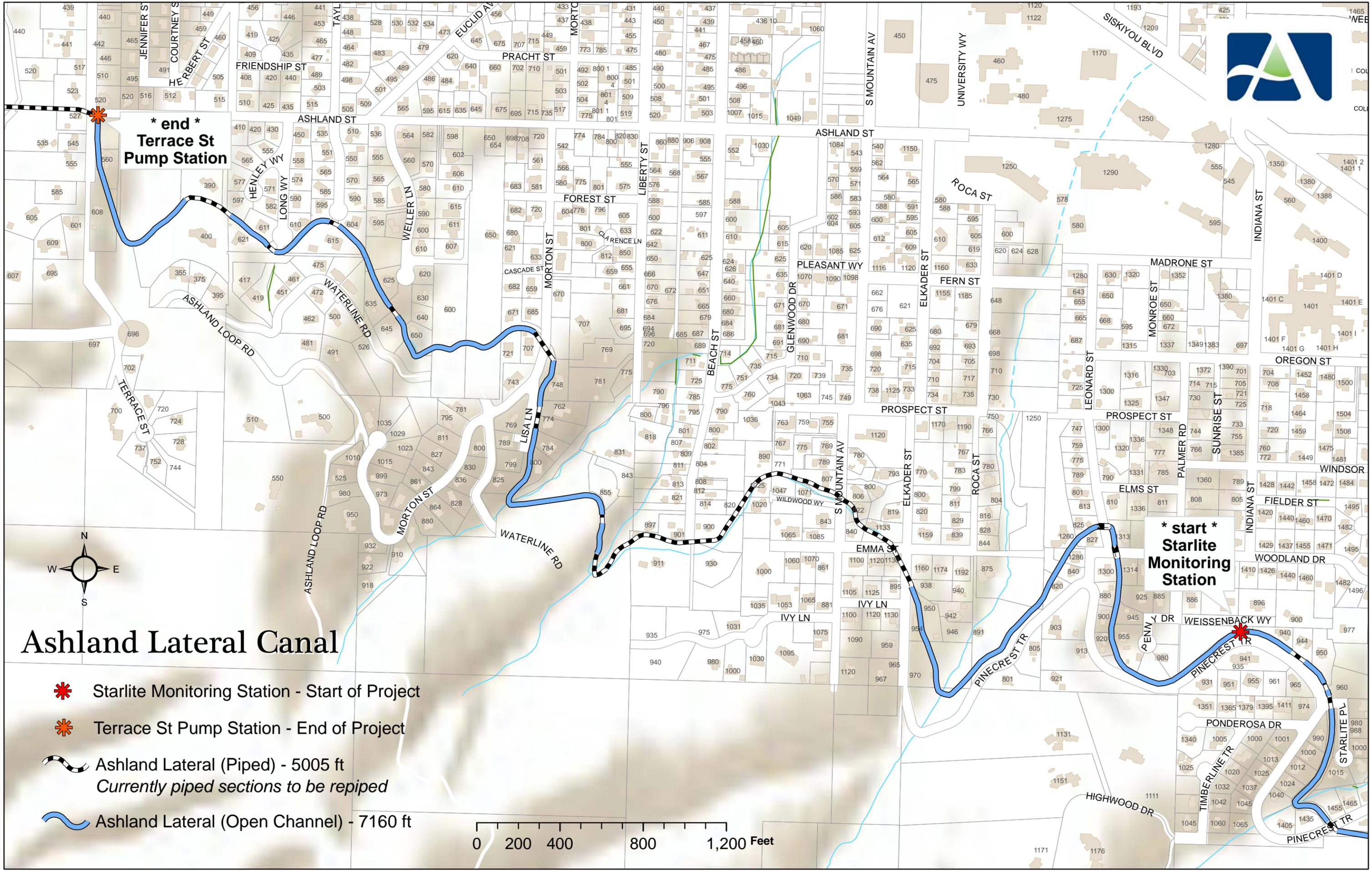
Julie Smitherman, Conservation Analyst, City of Ashland

Steve Walker, Water Quality Distribution Supervisor, City of Ashland

Dan Scalas, Project Engineer, Adkins Consulting Engineers

ShanRae Hawkins, Public Relations, StingRay Communications





**\* end \***  
**Terrace St Pump Station**

**\* start \***  
**Starlite Monitoring Station**

# Ashland Lateral Canal

-  Starlite Monitoring Station - Start of Project
-  Terrace St Pump Station - End of Project
-  Ashland Lateral (Piped) - 5005 ft  
*Currently piped sections to be repiped*
-  Ashland Lateral (Open Channel) - 7160 ft

