

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

May 21, 2018

Council Chambers, 1175 E. Main Street

7:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OR ACKNOWLEDGEMENT OF MINUTES
 - a. Bee City USA Subcommittee—March 14, 2018
 - b. Trail Master Plan Update Committee—April 20, 2018
 - c. Regular Meeting—April 23, 2018
 - d. Trail Master Plan Update Committee—April 27, 2018
- III. PUBLIC PARTICIPATION
 - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
 - a. Pioneer Hall RFP Directive (Information / Action)
- VI. NEW BUSINESS
 - a. APD Seasonal Patrols Rollout (Information)
 - b. MIG Findings from Lithia Park Master Plan Survey (Information)
- VII. SUBCOMMITTEE AND STAFF REPORTS
 - a. Annual IPM Policy Review (Information / Possible Action)
 - b. Annual Bee City USA Report (Information)
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
 - a. Signs, Plaques & Memorials Committee—May 24, 2018
 - Parks Admin Office, 340 S. Pioneer—2:30 p.m.
 - b. Trail Master Plan Update Committee—May 25, 2018
 - Siskiyou Room, 51 Winburn Way—10:00 a.m.
 - c. Study Session—June 18, 2018
 - The Grove, Otte-Peterson Room, 1195 E. Main Street—5:30 p.m.
 - d. Regular Meeting—June 25, 2018
 - Council Chambers, 1175 E. Main Street—7:00 p.m.
- X. ADJOURNMENT

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



AGENDA FOR BEE CITY USA - ASHLAND MEETING

March 14, 2018

North Mountain Park Nature Center
620 North Mountain Ave.

3:00 p.m. – 4:30 p.m.

In attendance: Carolyn Hunsaker, Albert Pepe, Kristina Lefever, Nancy Appling, Joel Heller, Libby VanWyhe

- I. CALL TO ORDER AND WELCOME
- II. APPROVAL OF MINUTES
 1. Approve Minutes from previous meeting
All voted to approve the minutes from last time.
 2. Review Action Items from previous meeting
These will be discussed as we go through the unfinished business portion of the agenda.
- III. PUBLIC PARTICIPATION
 1. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
 1. Update on The Grove BCUA Pollinator Garden - Nancy
Nancy has been going regularly to check on the pollinator garden and pull a few weeds. Nancy thinks we may have under-planted the area and is considering buying a few more plants (6 to 12) and putting them in to fill out the zone.
 - Nancy will type a letter to all the Bee City USA gardeners to see if they have any deer-resistant plants to share for use at the Grove.Also, we could request donations from the Ashland Garden Club.
Carolyn suggests using a chicken-wire dome to protect plants when they are small. Once they mature, the plants may be more deer resistant.
 - It was suggested that we should position a dish of rocks so that it could be filled with water when the irrigation comes on.
 - Libby will send the next City Source invite to the group to encourage them to write an article about the grove pollinator garden.

2. Flyer/brochure for pollinator-friendly landscape practices - Kristina
Perhaps in the interim we should just reprint the BCU card
 - Kristina will ask Phylis for a modifiable digital copy of the Bee City USA rack card.
3. Additional Bee City USA signage - Kristina
We have two streets signs available for placement.
Nancy suggests, why not have both BCU and Bee Campus, and Tree City USA signage together?
She suggests placing three signs in median in front of SOU with Campus, City, and Tree Signs all together?!
The subcommittee suggests placing one sign in Lithia Park.
 - Joel will propose this to the Parks and Rec signs committee.
the subcommittee proposes placing the triple sign in the median on Siskiyou Blvd between Avery and Wightman.
 - Libby will send this proposed location to Scott Fleury and ask him whose jurisdiction this location falls under. Hopefully Scott will advise us about the process required for this location.
4. BCUA Program Recertification Letter – Nancy
Everyone approved this letter .
 - Nancy will send the BCUA pollinator garden annual re-certification letter out to team.
5. City Source for Swarm - letter for paper? – Kristina
This has already been released in the most recent City Source.
Kristina suggests making a quarter page flier with information about “reporting a swarm”.
 - Shari will draft a ¼ page instruction sheet about how to report a swarm.
 - Libby will find the hyperlink for the City Source swarm article and post to Facebook.

VI. NEW BUSINESS

6. Discuss re-election of officers - Libby, Kristina
Kristina suggested that Nancy be nominated as vice chair. Shari is ok with this given her workload.
All voted in favor of making Nancy vice-chair.
Kristina mentioned that we need some more people on the committee.
Libby suggested that we reach out to our approved pollinator gardeners and see if they could volunteer to take on small tasks.
It would be lovely to have another person on the committee.
7. Budget - Libby
We have \$400 remaining in the budget line item and \$300 in the Ashland Parks Foundation.
Kristina suggests that we buy a few brochure holders and flier holders
Kristina suggests the printing of the Bee City USA rack card, could be paid for out of the budget line, via Libby's City credit card.
8. Plan for Pollinator Tour - Nancy and Kristina
review calendar: Carolyn's assistance, plan for booklet, sales, publicity, etc.
Libby authorizes the use of the same content about NMP gardens, as was used last year.
 - Carolyn and Kristina will develop a blurb about pesticides for the pollinator tour booklet.
They will reference Bee Informed Partnership and the Xerces society.
Albert's Family Farms Coalition will be presenting Johnathan Lungren next Tuesday the 20th at the Medford Library 6:00pm. This (ex) USDA scientist will be presenting the issues with Neonicinoids.
He will be presenting how to do successful large scale agriculture using beneficial insects.
Joel suggests that we offer next year's tour in early June so that we can see the gardens in other peak bloom.
 - Kristina will send Libby the list of gardens.
 - Libby will work with Lea Richards to make the garden map for the booklet.

9. Tabling: Growers Market, Community Seed Swap and Scion Exchange on 3/31 on 3/31 - Will anyone else will help table?
Kristina will bring the tabling materials, and her lap top running a slide show from her pesticide presentation.
NMP has clear vertical paper holders for tabling, if the subcommittee would like to borrow them.
 Albert will do Farmers Market Tabling, beginning on April 3.
For Pollinator Week, June 17th, Nancy suggests celebrating by doing a weeding party at the Grove in June.

VII. OTHER ITEMS FROM COMMITTEE MEMBERS

Joel's article: As Parks Commissioner he is submitting a letter to the paper educating people about pesticides.

Bob Johnson from Non-toxic-Irvine will be speaking at the Talent study session about the use of Pesticides on city property. Michael Black and Jeff McFarland will be participating and sharing their insights into pesticide free parks. Bob Johnson will meet with Michael Black 3/10 at 2:00pm at the Grove.

VIII. UPCOMING MEETING DATES

June will be our next quarterly meeting, June 6th 3:00-4:30 pm.

ACTION ITEMS

- Nancy will type a letter to all the Bee City USA gardeners to see if they have any deer-resistant plants to share for use at the Grove.
- It was suggested that we should position a dish of rocks at the Grove garden so that it could be filled with water when the irrigation comes on.
- Libby will send the next City Source invite to the group to encourage them to write an article about the grove pollinator garden.
- Kristina will ask Phyllis for a modifiable digital copy of the Bee City USA rack card.
- Joel will discuss with the Sign Committee the possibility of placing a Bee City USA sign in Lithia Park.
- The subcommittee proposes placing the triple sign in the median on Siskiyou Blvd between Avery and Whightman. Libby will send this proposed location to Scott Fleury and ask him whose jurisdiction this location falls under.
- Nancy will send the BCUA pollinator garden annual re-certification letter out to team.
- Shari will draft a ¼ page instruction sheet about how to report a swarm.
- Libby will find the hyperlink for the City Source swarm article and post to Facebook.
- Carolyn and Kristina will develop a blurb about pesticides for the pollinator tour booklet.
- Kristina will send Libby the list of gardens for the Pollinator Garden Tour
- Libby will work with Lea Richards to make the garden map for the booklet.
- Albert will do Farmers Market Tabling, beginning on April 3.
- The subcommittee will plan a weeding party at the Grove pollinator garden in celebration of Pollinator Week, June 17th

Our next quarterly meeting is scheduled for June 6th 3:00-4:30 pm.

City of Ashland
PARKS AND RECREATION COMMISSION
TRAIL MASTER PLAN UPDATE COMMITTEE
MEETING MINUTES
April 20, 2018

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

ABSENT: Committee Member Luke Brandy; Commissioner Mike Gardiner; Chair David Chapman;
 Division Chief, Forest Resource Chris Chambers

I. CALL TO ORDER

Acting Chair Jensen called the meeting together at 10:00 a.m. at The Grove 1195 E. Main, Ashland, OR.

II. APPROVAL OF MINUTES

a. *April 6, 2018*

Heycke noted that reference to Forest Service Road 2060-500 should be stricken from the narrative.

Motion: McGinnis moved to approve the Minutes of April 5, 2018, as amended. Lewis seconded and the motion carried.

III. PUBLIC PARTICIPATION & GUEST SPEAKERS

a. *Open Forum*

There was none.

b. *Review Any TMP Comments Received Since Last Meeting*

There were none.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

Richards asked to comment about references with regard to the Corridors.

UNFINISHED BUSINESS

a. *Continue Coordinating May 2 Open House for TMP Public Document Review (McFarland)*

McFarland reported that offsite planning for the event had resulted in more specific organizational details. He explained that there would be eight stations, with information and maps displayed by Chapter.

Black stated that Committee members could circulate freely and answer questions about the various Chapters or maps.

Jensen asked about presentation of the Chapters that were in draft form. He stated that he would edit the remaining Chapters for consistency.

There followed a brief discussion about what to expect and how best to address concerns. McGinnis noted that the Ashland Canal project was somewhat controversial and having the project manager present to answer questions

would be helpful. It was agreed that dogs off leash was another hot button issue and working together with public involvement could be beneficial.

McGinnis committed to finishing the Chapter covering the Ashland Canal during the upcoming week. Black reported that trail routes to expand the Greenway had been narrowed down to two possibilities. He asked about mapping the two that have been recommended versus depicting all potential routes. It was agreed that the Greenway map would be limited to the two options.

b. *Continue Reviewing Chapter 13: Trail Standards & Basic Design Elements*

Jensen indicated that a meeting held with Director Black and Interim Parks Superintendent McFarland had resulted in explicit definitions for trail uses.

Heycke suggested the first sentence under Trailheads be edited to read "*Trailheads provide access for citizens arriving by auto or other means.*" He proposed striking the sentence referring to management challenges with regard to trailheads.

Black noted that Ashland had few trailheads and APRC had no plans to build any at this time. He suggested that City parks could function as trailheads. In the second paragraph, the word *may* would be changed to *could have*.

McGinnis asked for clarification of the definition for multi-use trails. Black explained that in the context of the Trail Master Plan, those trails would be considered separated from parallel streets. On-street trails were defined differently – as attached to streets – such as bike lanes. Jensen stated that using the term urban trails was found to be problematic because of its broad range of criteria. McGinnis suggested removing the term "*parallel*." Heycke also noted that multi-use trails were defined differently in Ashland's watershed. Black replied that natural area trails have sub-categories of which two are referenced in the Master Plan update. McGinnis suggested adding the word *paved*.

Lewis talked about permitting motorized vehicles on trails. Black stated that to his knowledge, there were no trails on which motorized vehicles were permitted. He indicated that the standards for motorized vehicles had not yet been developed and therefore were not addressed in the Master Plan.

McGinnis suggested that on-street trails should be referred to as separated or not separated.

It was agreed that the sentence "*On-street trails with anticipated bicycle use ideally should be at least eight feet wide*" would be removed from the narrative. There followed an extensive discussion about the distinctions between shared usages, transportation connectivity and the characteristics of various trail uses.

Signage

Heycke suggested changing the term "*would require*" to "*would appreciate*."

Motion: McGinnis moved to accept Chapter 13: *Trail Standards & Basic Design Elements* as edited. Lewis seconded and the motion carried unanimously.

NEW BUSINESS

a. *Committee Review of Chapter 9: Roca Creek Trail Corridor*

Richards expressed concern that not all of the Corridors were described directionally from north to south. Jensen agreed that it was generally assumed that the Corridors were initiated from the Greenway – from the north.

Discussion of the Roca Creek Corridor recognized that the Roca Creek Trail route was mostly on-street and that most of the trail was tentative. Once it reaches a residential area, there is an identifiable crossing at Walker. From

there, the creek goes underground throughout the SOU campus to the Roca Canyon area. McFarland noted that most of the canyon was private property. He also recommended that the wording be changed to *near the top of Elkader* rather than *"at the top of Elkader."*

Linkages were said to include Walker Avenue, Wightman Street and the Central Bike Path. It was agreed that there were opportunities for trails along the Corridor that would provide a Safe Route to School for Ashland Middle School, Walker Elementary School, Willow Wind and Southern Oregon University. Richards suggested that John Muir School be added to the list.

Motion: Heycke moved to accept the Roca/Paradise Creek Trail Corridor Chapter as edited. Lewis seconded and the motion carried unanimously.

b. Committee Review of Chapter 10: Cemetery-Clay-Hamilton Creek Corridors

Heycke expressed a concern about the sentence in paragraph two that read *"There are concerns that this improved route may offer a superhighway for transients into the heart of the town."* It was agreed that the sentence would be stricken.

Jensen stated that a description of the route was problematic – that a possible connection to the Greenway was tentative at best. He suggested that a stronger connection might be East Main.

Richards stated that for the new Normal Neighborhood Plan, a potential trail was outlined through the subdivision. Lewis noted that connection to East Main was possible. There followed some debate about tracing a route along Clay Street south to Siskiyou Blvd and beyond. It was agreed that further discussion was needed to separate the Corridor from Tolman Creek Corridor and provide a clear description of the Corridor and its possibilities.

c. Roundtable Discussion

Jensen reviewed the Chapters that remained to be completed.

VII. UPCOMING MEETING DATE

April 27, 2018 – The Grove, Otte-Peterson Room @ 10:00 a.m.

VIII. ADJOURNMENT – 11:35 a.m.

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

Respectfully submitted

Betsy Manuel, Minute-Taker

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
April 23, 2018

Present: Commissioners Gardiner, Heller, Landt, Lewis, Miller; Director Black; Interim Park Superintendent Jeff McFarland; Recreation Superintendent Dials; Executive Assistant Dyssegard; Assistant Manuel

Absent: City Council Liaison Mayor Stromberg

CALL TO ORDER

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

APPROVAL OR ACKNOWLEDGEMENT OF MINUTES

Signs, Plaques, Memorials Subcommittee—March 1, 2018, acknowledged
Ad-Hoc Senior Program Advisory Committee—March 12, 2018, acknowledged
Trails Master Plan Update Committee—March 23, 2018, acknowledged
Trail Master Plan Update Committee—April 6, 2018, acknowledged

Study Session, March 19, 2018

Motion: Lewis moved to approve the Minutes of March 19, 2018, as presented. Miller seconded.
The vote was all yes, with Landt abstaining

Regular Meeting, March 26, 2018

Motion: Landt moved to approve the Minutes of March 26, 2018, as presented. Lewis seconded.
The vote was all yes

PUBLIC PARTICIPATION

• **Open Forum**

Dennis Miller, 1140 Siskiyou Blvd. in Ashland, OR, was called forward.

Miller noted that the Oak Knoll Golf Course was looking good for the summer season. He stated that improvements had resulted in fairways that were in excellent condition. He indicated that Ashland residents could take pride in their municipal Golf Course.

ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

UNFINISHED BUSINESS

a. Senior Services Advisory Committee of Ashland (SSACA) Discussion and Selection (Action)

Black stated that he was proposing a name change from the previously approved Senior Program Advisory Committee – to Senior Services Advisory Committee of Ashland or SSACA. He indicated that the name change would be more representative of the Committee’s purview to consider all different types of issues that face seniors in Ashland - with consideration given to potential services that could become available.

Black noted that APRC had taken on the responsibility for senior services in 2007 at the request of the City of Ashland. The program at that time focused primarily on activities conducted at the Senior Center. In the 2016-17

biennium, APCR initiated a reorganization of the senior program – with significant input from the Ad-Hoc Senior Program Advisory Committee that was convened for that purpose. Committee recommendations had been adopted by the Commissioners in March 2018 – including provisions for a permanent Senior Advisory Committee that would report directly to the Commissioners.

Black asked the Commissioners to approve four candidates as members of SSACA. He noted that the Committee's guiding documents stated that at least two members of the Committee were to be selected from program participants and at least two members should represent community partnerships. Membership would be held for three years with no more than two consecutive terms for a total of six years. Black proposed that the initial terms be staggered with two of the four selected serving terms of three years each and two more serving partial terms of 1 ½ years each. He explained that staggering term expiries would ensure continuity, preserve institutional memory and (hopefully) reduce potential vacancies.

The four candidates were:

- | | |
|-------------------------|---------------------------|
| 1. Mary Russell-Miller | <i>Community Partner</i> |
| 2. Robert Casserly | <i>Community Partner</i> |
| 3. Michael Hersh | <i>Participant Member</i> |
| 4. Sandra (Sandy) Theis | <i>Participant Member</i> |

Dials welcomed the candidates, introducing those in attendance.

There followed a brief discussion to clarify the terms, method of selection and approval criteria. Landt asked about differences between Committees and Subcommittees where the Chair appoints the membership and the necessity for approval by the Commissioners for this particular Committee. Black stated that when two Commissioners are appointed as members, the Commissioners typically review and confirm the appointments.

Gardiner asked about the process for determining the initial length of the terms. Black replied that one person from each category should be appointed for each of the available terms – i.e. one member who is a participant member and one who is a community partner.

Heller initiated discussion about the staggered terms. Lewis asked about the two-term limit in the context of the two members who would initially serve for half a term (1 ½ years of a three-year term). Black highlighted the six-year maximum noting that the time served would accrue.

Landt expressed concerns about the half-year split, suggesting two-year terms instead. In that way, a Committee member could conceivably serve for five consecutive years. He noted that both the five-year terms and the six-year terms were reasonable periods of time. He suggested that if it became important to secure an additional year then the Commissioners could take action or initiate a change in the by-laws to resolve the matter.

Heller proposed that the candidates be consulted as to their preference of terms. Gardiner recommended that Mary Russell Miller and Michael Hersh be appointed to three-year terms and Robert Casserly and Sandra Theis be appointed to two-year commitments.

Motion

Landt moved to approve the committee positions as follows: Mary Russell Miller and Michael Hersh appointed to three-year terms and Robert Casserly and Sandra Theis appointed to two-year commitments. Lewis seconded.

The vote was all yes

Black thanked the applicants for their willingness to serve – noting that he appreciated the sacrifice of their time. He stated that staff was looking forward to working with the Committee members on improving the Senior Program. Landt agreed, intimating that the applicant’s expertise would contribute to the impetus for continued improvements.

Further details regarding membership of the Committee were reviewed. Gardiner volunteered to serve on the Committee representing APRC. Black stated that he would write a letter to Ashland’s Mayor asking that a City Councilor be appointed to the Advisory Board as well.

Motion: Gardiner moved to approve the appointment of himself on the Senior Services Advisory Committee of Ashland. Lewis seconded.

The vote was all yes

Black reported that the posting for a Superintendent of Senior Services had resulted in receipt of 48 applications. He relayed that the posting had expired April 16, 2018, and that the City of Ashland’s HR Department was currently reviewing the applications to ensure that the candidates met the basic criteria outlined in the job description. Black stated that there was a diversity of applicants from Southern Oregon and elsewhere.

Black described the next steps – including development of a panel of stakeholders to further review the applications and conduct interviews.

Commissioner Discussion

Landt commented that the proposed name change had connotations that could be problematic. He stated, for example, that the words *Senior Services* had a specific meaning that had to do with the providing of services. In contrast, Ashland’s Senior Program mission is to provide *referrals* for those services. In addition, in his opinion, using Ashland in the title could cause some confusion as to the identity of the supporting entity.

Heller noted that in his opinion, Senior Services of Ashland clarified the difference between senior services locally and those entities that provide actual services.

Landt proposed that the name remain as approved. He stated that if no change was agreed upon, a motion to confirm the title would not be necessary. In response to a question by Gardiner, Landt noted that the approved title was “Senior Program Advisory Committee” or S-PAC.

Landt indicated that there was an additional opening on the Committee. He asked whether a qualified candidate could be considered even though the posting had expired. Dials replied that the posting could be added to the City’s website under announcements for Commissions and Committees – clearing the way for additional candidates.

NEW BUSINESS

1. *Oak Knoll Golf Course Update (Information)*

Dials introduced Golf Maintenance Superintendent Laura Harvey and Golf Course Coordinator Tom Cronin. She stated that the duo would be discussing progress on capital improvement projects at the Golf Course, as well as current events and the Community Survey.

Cronin noted that the Commissioners had included capital improvements for the Golf Course in APRC’s budget so that staff could replace antiquated equipment and provide needed maintenance for the 90-year-old Golf Course.

Harvey displayed pictures of the new sprinklers noting that 100 new G-85 sprinkler heads had been installed with 260 more to go. Thirteen (13) ICV valves had been installed with an additional eighteen (18) planned. Seven main

shut-off valves were installed, allowing staff to isolate the section where water leaks or irrigation breaks are present for repair. Isolating an area where the break has occurred will improve efficiencies and limit water usage. Four drain lines have also been installed on the greens with more to go. 37 G70 sprinkler heads will improve management of the greens. Cronin commented that customer feedback had been positive. Areas that were formerly marshy have been eliminated.

Cronin highlighted activities such as tournaments for charity and other events. He stated that hosting fundraising events strengthened ties to the community. Cronin talked about two new events – a Veterans’ golf day and a fundraiser for the Ashland Community Hospital Foundation that have been added to the roster. Other plans to create opportunities for the Golf Course included a course within a course for junior golfers. He stated that the new program would be based upon the PGA (Professional Golf Association) program called *Tee it Forward*. Cronin stated that mapping out a smaller course for junior golfers with separate tee boxes and a scorecard for kids, would encourage kids to play alongside their parents and/or become engaged.

Cronin noted that a survey had been initiated online asking for public input regarding the Golf Course Clubhouse. The survey was for the purpose of soliciting ideas for expanding services at the Clubhouse – particularly with regard to concessions. Once the data was gathered, it would be shared with the Commissioners. Dials relayed that information gathered from the survey would assist staff in preparing a proposed budget for the upcoming biennium.

Cronin shared an ad produced by a local videographer. The concept was to increase awareness of the Oak Knoll Golf Course and the goal was to increase use. Two 30-second ads and one two-minute ad had been prepared for use in various advertising platforms. Ads featuring the Oak Knoll Golf Course was currently airing on the Ashland Cable Network, and plans were to include coverage on Facebook, Twitter and other social media outlets.

Commissioner Discussion

In response to questions from Landt, Harvey stated that the Golf Course fairways would have complete head-to-head water coverage once the sprinkler heads were installed.

Landt inquired about the profitability of the charitable events. Cronin replied that community events were typically profitable. He stated that tickets for such events were discounted but concessions such as beer and wine ensured profitability.

Gardiner asked about promotions for the *Tee it Forward* program. Cronin explained that promotional materials were provided by PGA. He stated that the program was designed to attract young golfers who would become the golfers of the future.

2. Budget (Information/Action)

Black presented the quarterly budget update prepared by the City of Ashland’s Finance Department. He noted that APRC reviewed the information on a monthly basis – and the update provided by APRC was current to the end of March. The Finance Department’s review was as of the end of the calendar year.

Black noted that APRC was at 66% of the total expenditures for fiscal year 2017-2018 with the target being 74.97%. He explained while currently below target, there would be additional expenditures prior to year-end that would help to meet budget expectations. Black reviewed specific categories, highlighting the Operations and Administration budget and Recreation budget that are below target numbers. He stated that unfilled staffing positions were partially responsible for staying within budget parameters. He highlighted the Community Center as an exception, exceeding budget expectations due to the timing for expenditures and the inclusion of accrued expenses. Black highlighted

revenues from summer activities such as golf and swimming that could potentially offset any unrealized but stated expenses.

Black noted that revenues were close to target at 72% without the revenue projected for the Senior program. He expressed optimism that APRC would come in at or below budget.

Commissioner Discussion

In response to a question from Heller, Black indicated that recreation revenue was on track compared to the previous year. Seasonal revenue from the Ice Rink exceeded expectations and Ice Rink expenditures were below budget.

Landt questioned the numbers for the Senior Center, expressing surprise that expenses were close to average even though staffing was down and the Center functioned without a manager for a number of months. Black replied that the Senior Center was actually 10% below budget. This compared with the Nature Center – currently at 71%; Recreation Programs at 58% and the Community Center at 96%. Black explained that the extra staffing provided by APRC along with temporary help had resulted in a payout of 100%. As a result, monies that would have been paid for a Senior Center manager were partially applied to temporarily staff the Center.

Gardiner asked about staffing projections for the upcoming year. Black indicated that one position would remain unfilled for the next year as part of the strategy for funding the extra expenses incurred for senior services. Half of the revenue from the position would be applied to the Senior Program and half would remain in Parks for part-time personnel. Black explained that hourly rates were increased to match wages that the City pays for part time or temporary help. In addition, with the low unemployment rate, workers are more selective and a shortage of available workers has contributed to the necessity for more competitive wages.

Motion: Landt moved to accept the Parks Budget reported as of March 31, 2018; Miller seconded.
The vote was all yes

SUBCOMMITTEE AND STAFF REPORTS

- ***Ice Rink End of Season Report (Information)***

Dials introduced APRC's Recreation Manager Lonny Flora. She stated that Flora would report on the end of season for the Ashland Rotary Centennial Ice Rink. Dials noted that Flora was also gearing up for swim season – hiring lifeguards and training staff.

Flora stated that the Ice Rink season began on November 17, 2017 – and closed on February 19, 2018. He explained that the date of closure was scheduled for the end of President's Day weekend – after which attendance typically declined and the weather becomes too warm to sustain the ice. There were other closures as well – notably during the Thanksgiving holiday when the weather remained too warm to maintain the ice.

There were approximately 21,300 visitors with 612 hours of open recreational skating. The Ice Rink staff hosted 37 different school groups in addition to other program offerings. Flora stated that the number of admissions was tallied by new cashing software - capturing data numbers from the point of sale. Other methods for tracking recordkeeping data were also employed. Private lessons increased due to the availability of skate instructors and augmented flexibility in scheduling.

Flora reported that individual signups for youth hockey was limited due to increased numbers of pre-registered hockey teams. On Saturdays, three different age groups were able to participate in youth hockey during open skate times – an improvement over the prior year. Adult hockey was very successful as was the tournament conducted by

the Southern Oregon Hockey Association held on Martin Luther King weekend. There was also significant growth in the Learn to Skate program.

Overall attendance statistics are as follows:

Attendance	2015-2016	2016-2017	2017-2018
Recreational Skate	18,462 admits	18,537 admits	21,309 admits
Figure Skating	27 signups/lessons	18 signups/lessons	34 signups/lessons 21 Private Lessons
Youth Hockey	125 Drop In Youth Hockey 19 Youth Stick and Puck 16 Ice Bears – Team Pre-reg	105 Drop In Youth Hockey 6 Youth Stick and Puck 16 Ice Bears – Team Pre-reg	48 Drop In Youth Hockey 22 Youth Stick and Puck 20 Ice Bears – Team Pre-reg
Adult Hockey	105 admits 4 teams in tournament	100 admits 6 teams in tournament	108 admits 45 players in SOAHA tournament
School Groups	37 Reservations	35 Reservations	37 Reservations

Flora detailed changes for the season, highlighting Ashland Rotary’s donation of a trailer for Ice Rink operations. He stated that the trailer provided an opportunity to provide services in a consistent manner. Labor costs were significantly reduced as time was not needed to set up or take down a leased trailer. The cost savings for a leased trailer translated to approximately \$6000 per season.

Flora noted that rental skates were now organized and stored in the trailer. For the first time, a permanent manager from APRC was assigned to oversee operations at the Rink. Thanks to her efforts to schedule more efficiently, the right people were present at the right times, decreasing the need for temporary staff. Well-trained staff was an additional efficiency – with increased staff awareness of APRC’s policies and procedures.

Flora announced that efforts to increase cost recovery numbers resulted in a new advertising program for sponsors. The project began this year with two sponsors – Rogue Community Health and AFN (Ashland Fiber network) and was limited to areas where the advertising could not be seen from the street (per Ashland City Ordinance).

Expenses increased due to one-time expenditures such as construction costs for the new trailer, and IT hook-ups for automating the new cashiering system. Increases in staffing costs were offset by decreases in temporary help, contributing to decreased expenses for the season overall.

Revenues were up in three categories. Cost recovery was at 70% versus 64% in 2016-2017. APRC’s subsidy was \$2.42 per visit versus \$3.13 the previous season. The total cost per visit was \$8.00 for this season versus \$8.80 previously.

- **Plans for the 2018-2019 season**

Flora emphasized that one of the goals for cost recovery for future seasons would be to seek additional advertising opportunities – particularly from the business community. Other improvements included upgraded skate care such as sharpening skate blades. Plans to do a feasibility study regarding outsourced concessions are also under consideration. Flora explained that providing bottled water, hot chocolate and coffee was a significant cost of about

\$2800 per year. A canopy to shelter people working out of the trailer was also needed. Current rental costs for renting a cover were approximately \$3000 per year.

Commissioner Discussion

Lewis inquired about the Ordinance restricting advertising so that it was not viewed from the street. Dials replied that the restrictions came from a City Ordinance protecting the view scape from the public right-of-way.

Heller suggested additional advertising in Olympic years when people's awareness of winter sports such as ice skating was heightened.

Landt asked about year-to-year comparisons in admittance counts due to the technical changes – possibly providing an apples-to-oranges review. Flora noted that the new system capabilities differ somewhat from the previous system in accessing numbers differently. He indicated that in his opinion, differences were slight.

Landt suggested installing a frost-free water fountain. He estimated that installation costs could be recovered within a season or two. Black relayed that there was no hook up for water service in the vicinity and connecting to City water lines could be expensive.

Landt inquired about the difference between advertising approved by staff and advertising reviewed and approved by the Commissioners. Dials noted that the Sponsorship Policy, approved previously by the Commissioners, enabled staff to approve advertisements at APRC facilities. The policy described distinctions between advertising that benefited APRC and advertising that benefits other non-profit organizations.

Heller commented that the APRC subsidy offsetting the expenses for the Ice Rink had decreased somewhat from the prior year and that it was assumed that the goal would be to continue to decrease dependency on it. Black applauded staff's efforts to decrease the subsidy without increasing ticket prices. He stated that staff was working hard to save money and it was clear from the steps taken that their approach was entrepreneurial. Black talked about the efficiencies gained in staffing as an example. He expressed his appreciation for staff's innovations.

Landt agreed, highlighting the importance of continued efforts to work toward cost recovery. He stated that Commissioners recognized that as efficiencies were implemented, it would become more difficult to find ways to decrease expenses. That said, Landt advised staff to remain diligent.

ITEMS FROM COMMISSIONERS/STAFF

- ***Public Input Regarding the Daniel Meyer Pool***

Dials reported that a Community meeting had been held on April 4, 2018, regarding the upcoming season for the pool. At the meeting, challenges and opportunities for lengthening the swim season were discussed. The Rogue Valley Master Swimmers gave a presentation about the Club, extending an invitation to swim during times that were set aside for the group.

Dials stated that there was a demand for open lap swim from 11:00 a.m. to 1 p.m. She noted that APRC would consider offering open lap swim if staffing with aquatic training could be identified. Dials relayed that surplus funds in the budget could be used to train additional staff for the extra hours.

Dials explained that approximately 10 to 12 people had been interviewed for the summer season. Those qualified to act as lifeguards were limited. It was determined that people were interested in becoming lifeguards but didn't follow through because of the high cost of certification. Dials stated that once APRC staff had identified the conundrum, a scholarship program was initiated to assist those without the means for training. She noted that a recruitment

campaign was underway at the high schools and SOU that was creating awareness for the scholarship opportunity. Black added that the Scholarship program was another example of the entrepreneurial spirit that exemplified staff's efforts to overcome hurdles.

Miller followed up, highlighting grant requests that were currently being accepted by the Ashland Parks Foundation. The Foundation hoped to announce the awards by the end of May.

In response to a question by Heller, Dials noted that manager Lonny Flora was certified as a lifeguard trainer. A class would be offered on the May 18 and 19 at the Daniel Meyer Pool. She noted that using Foundation funds dedicated to Recreation would assist in financing the endeavor.

- **Trail Master Plan Open House**

Lewis announced that a Trail Master Plan Open House would be held on May 2, 2018, from 6:00 p.m. to 7:30 p.m. at the Senior Center. The Trail Master Plan Update Committee was seeking public input for the Master Plan while it was still in draft form. Stations would be set up with maps depicting sections of the trail system and Committee members would be available to answer questions. McFarland added that *SAVE THE DATE* cards were available as handouts.

- **Nature Walks**

Gardiner reported that volunteers would again be conducting nature walks in Lithia Park beginning May 1, 2018. Walks were offered on Wednesdays, Fridays and Sundays early at 10am, with Saturday tours available during July and August.

- **Park Views Articles**

Gardiner offered to prepare a May *Park Views* column. Landt requested that *Park Views* columns be added to the APRC website as well as on Facebook.

- **Bike Swap**

Dials noted that the annual Bike Swap event was held on April 14, 2018. The event typically required two days of volunteer assistance in order to prepare the bikes for sale, set up staging and take down/clean-up. Dials commended Lori Ainsworth, APRC's Volunteer Coordinator, for handling logistics associated with the event. She said Lori was responsible for creating a very successful event while also doing extra duty at the Senior Center.

UPCOMING MEETING DATES

- Study Session, May 14, 2018 @ The Grove 1195 E. Main—5:30 p.m.
- Regular Meeting, May 21, 2018 @ Council Chambers 1175 E. Main—7:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 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
April 27, 2018

PRESENT: **Parks Commissioners:** Mike Gardiner
 Additional Committee Members: David Chapman, Stephen Jensen, Jim McGinnis
 City and APRC Staff: Interim Parks Superintendent Jeffrey McFarland; GIS Analyst Lea Richards

 APRC Minute-taker: Betsy Manuel

ABSENT: Committee Members Luke Brandy and Torsten Heycke; Commissioner Jim Lewis; APRC Director Michael Black; Division Chief-Forest Resource Chis Chambers

I. CALL TO ORDER

Chair Chapman called the meeting to order at 10:08 a.m. at The Grove 1195 E. Main, Ashland, OR. In response to a question by Chapman, Jensen reported that the Greenway (assigned to Gardiner), the Central Bike Path and the Ashland Canal (assigned to McGinnis) and the Ashland Creek Corridor (assigned to Lewis) remained to be completed. Pictures and maps were underway.

II. APPROVAL OF MINUTES

There were none.

III. PUBLIC PARTICIPATION & GUEST SPEAKERS

a. *Open Forum*

There was none.

b. *Review Any TMP Comments Received Since Last Meeting*

There were none.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

V. UNFINISHED BUSINESS

a. *Continue Coordinating May 2 Open House for TMP Public Document Review (McFarland)*

McFarland reported that Richards completed eight maps for public review with the most up-to-date information available. He said office staff would be printing copies of the maps for display. Easels would be needed to display the maps and each station would be labeled by Corridor.

McFarland asked that Committee members represent the Chapters they had narrated. Chapters would be presented individually in stations, for public review. He asked that Chapter editors be prepared to answer questions. Richards agreed to greet people at the entrance and Chapman offered to help set up. He stated that Kristi Mergenthaler would also be present to answer questions about flora and fauna and the Imperatrice Property. Kevin Caldwell would be present to talk about the Ashland Canal.

McFarland stated that each station would have copies of the original Master Plan as well as draft updates prepared by Committee members. After a brief discussion, it was decided that take-home copies of the narratives would be limited. McFarland noted that snacks and drinks would be available on site.

Chapman asked that members of the Transportation Commission be invited to the event and that email notices be sent to the Trail Master Plan Committee members for forwarding to those wishing to attend.

b. Continue Reviewing Chapter 10: Cemetery-Clay-Hamilton Creek Corridors

Jensen reviewed edits provided by Heycke as follows:

- Paragraph 1: Jensen stated that the edits shortened and tightened the narrative.
- Paragraph 2 ... "rights-of-way to be secured as a condition of future development."
- Paragraph 3: The word "systems" was changed to "routes."

Richards noted that references to Lupine Way should be changed to Lupine Drive.

There followed discussion about the linkages along the Corridor with emphasis on future planned connections. Jensen commented that connecting to the Croman Mill Site qualified for mention in the Cemetery-Clay-Hamilton Creek Corridor as well as the Tolman Creek Corridor.

Chapman stated that he had proposed that the TSP (Transportation System Plan) include a pedestrian/bike crossing across I-5 for safe passage in that area. He also noted that there was a proposed crossing at Washington Street to the Croman site. Jensen agreed with the proposed routes, indicating that other trails such as the Central Bike Path did not provide sufficient connectivity. Gardiner noted that crossing the railroad could be problematic given the policy that a new crossing must take the place of a crossing that already exists – i.e. the total number of crossings in any given area is the maximum number of crossings allowed. McGinnis described rail crossings in the San Francisco Bay area in which pedestrians cross the rail line. He stated that the crossings were gated with an automatic locking system when the rail line was in use and signage urged caution when crossing.

Motion: Chapman moved to accept *Chapter 10: Cemetery-Clay-Hamilton Creek Corridors* as edited. Jensen seconded and the motion carried unanimously.

c. Continue Reviewing Chapter 13: Trail Standards & Basic Design Elements

Jensen noted that he agreed with Heycke that talking about the legal implications of trespass was not necessary. He stated that parking edits had a few changes – the exchange of the word *desirable* instead of *necessary*. Discussion focused on the sentence "Standalone, full-service urban trailheads are not features that are in current development plans within the City of Ashland trail system." It was agreed that the sentence would be stricken.

McGinnis noted that homeowner Sean Moran was concerned about dogs off leash. McGinnis suggested that it would be good to post signs as a reminder to hikers to use the Woof Waste Stations and keep dogs on leash.

McFarland highlighted the original language regarding the significance of signage about the brown-on-tan background as the motif for APRC signs. Special signs such as those pointing the way to the Creek to Crest Trail are identified differently.

Motion: McGinnis moved to accept *Chapter 13: Trail Standards and Basic Design Elements* as edited. Chapman seconded and the notion carried unanimously.

VI. NEW BUSINESS

a. *Committee Review of Chapter 11: Tolman Creek Trail Corridor*

Jensen reviewed edits provided by Heycke as follows:

Paragraph 1: Strike the words *trail patrons*

Paragraph 2: Insert the words *and the proposed route* and shorten the sentence.

Paragraph 2: Exchange the word *the* for *this*.

Paragraph 3: Strike the words *"thus obviating the need to use existing street system crossing infrastructures to complete this loop and connects to important linkages."*

Jensen suggested that the beginning of the Tolman Creek Corridor begin at the confluence of Neil Creek with Tolman Creek. Discussion focused on ways to traverse barriers such as the I-5 highway when following the Tolman Creek Corridor. It was agreed that the sentence *"However a small section is within the urban growth boundary...at Crowson Road"* would be stricken. Changes included changing *"...the route should be coordinated with the Bicycle and Pedestrian Commission"* to *"... the route should be coordinated with the Transportation Commission."*

McGinnis suggested improvements that would create a safe route to school for children. Another proposed change was to include reference to the Oak Knoll Golf Course owned by APRC. The third sentence would end at *"do not provide public access."* It was agreed that future plans for a citywide trail loop would be addressed in the Chapter on the Central Bike Path. References to other linkages would be stricken.

Motion: Jensen moved to accept *Chapter 11: Tolman Creek Corridor* as edited. McGinnis seconded and the motion carried unanimously.

In response to a question by Richards about mapping a future parallel loop on the Central Bike Path, Chapman replied that the TSP might weigh in on the issue.

b. *Committee Review of Chapter 18: Indigenous Peoples*

Jensen noted that the comments about the Chapter on Indigenous Peoples seemed overly long and that a link to a site that focused exclusively on indigenous peoples could be substituted for a more detailed history in the Trail Master Plan. An underlined section centered on their use of trails. After a brief discussion, it was agreed that the story was interesting enough to leave in as presented.

Motion: Jensen moved to approve *Chapter 18: Indigenous Peoples* as presented. McGinnis seconded and the motion passed unanimously.

c. *Committee Review of Appendix C: Geology of Ashland: The Foundation of our Trails*

Jensen introduced comments by Heycke that included a recommendation that the Appendix be limited to one page only. Heycke had also noted that the geologic scramble was, in his opinion, soil that worked like butter in the winter and concrete in the summer in areas where there were no boulders. Jensen explained that he had originally wanted to validate the geology of the region but that parts of the narrative might contain more information than was necessary. McGinnis noted that the predominant soils in the area were either clay or granite and should be the focus. Jensen agreed to simplify and condense the narrative and postpone approval until the edits were complete.

d. *Review of Appendix C: Flora and Fauna in Ashland Trails area*

Heycke proposed changes as follows:

Paragraph 1: Remove the word *quality* and rephrase as *should include an understanding*.

Paragraph 1: Remove the words *of information* and change to *framework*.

Paragraph 1: Substitute *multi-use and on-street* for *urban and natural trails*.

Paragraph 1: Change or delete the sentence *"Specific flora and fauna interdictions or encouragements are not in the scope of this plan but overall support for informed and active care of the flora and fauna in the trail zones is an overarching responsibility."*

McFarland noted that a statement about the responsibilities of those who traverse the trails should be included in an effort to raise awareness and protect sensitive wilderness plants. Chapman noted that rare or endangered plants were considered when trails were designed. After some discussion, it was agreed that the sentence would be amended as follows: *"Specific flora and fauna interdictions or encouragements are not in the scope of this plan. However overall support for informed and active care of the flora and fauna in the trail zones is an overarching responsibility of all who use wilderness trails. It is also taken into consideration in the design of the trails themselves."*

Motion: Jensen moved to approve *Appendix D: Flora and Fauna* with the changes as proposed. Chapman seconded.

Discussion

McGinnis commented that there were fewer links to pursue for *Fauna* in comparison to *Flora*. McFarland replied that the recently completed Forestlands Master Plan, the updated list of sensitive plants on the Imperatrice Property and the City's own study of the area provided the plant references. Corresponding information for fauna was not necessarily comparable. McGinnis also noted a lack of narrative regarding reptiles, stating that rattlesnakes and other reptiles also share the wilderness area. Richards talked about a link to sensitive bird studies as well.

Motion: Jensen moved to approve *Appendix D: Flora and Fauna* with the changes proposed. Chapman seconded. McGinnis proposed an amendment to add a paragraph regarding reptiles to the narrative. Jensen seconded. McFarland asked that links also be included in the wildlife section. Jensen seconded and the motion to approve the narrative for *Flora and Fauna* as amended carried unanimously.

e. Roundtable Discussion

Jensen reviewed the narratives yet to be completed. He stated that he would not be available as a final editor from the 9th through the 24th of May. Chapman suggested that the final editing be completed in June and meetings in May could be concerned with completing the drafts of the remaining Chapters.

McFarland asked that copies of the original plan be brought to the Open House. He suggested that the incomplete drafts be accepted in Google Docs so that they could be displayed. After some discussion, it was agreed that the work-in-progress would not be prepared for public input – and comments would be solicited based upon the original 2006 Master Plan.

VII. UPCOMING MEETING DATE

May 4, 2018 – Siskiyou Room, Community Development Building @ 10:00 a.m.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted,
Betsy Manuel, Minute-Taker

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.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Michael Black, APRC Director
DATE: May 16, 2018
SUBJECT: Regular Meeting on Monday, May 21, 2018

The May 21 regular meeting will be held at Council Chambers at 7pm. The following topics are planned for discussion that evening.

I. Pioneer Hall RFP Directive (Information / Action - see attached staff memo)

II. APD Seasonal Patrols Rollout (Information)

Park Patrol and cadets began their season on Saturday, 5/12/18. The staff will be in training over Saturdays/Sundays during the last three weekends in May. They will then be introduced into the field at the end of May/beginning of June. Patrols will be established for every day of the season as in past years. CAP Officers Carpenter and Billings will be on hand to present the APD seasonal patrol rollout on Monday evening.

III. MIG Findings from Lithia Park Master Plan Survey (Information)

Lauren Schmitt from MIG will present findings from the recent Lithia Park Master Plan survey.

IV. Annual IPM Policy Review (Information / Possible Action)

Every year APRC staff presents updates to the IPM Policy. In terms of the updated verbiage, of special note this year is the emphasis on 99.25% of APRC land being synthetic pesticide free, as noted on page one of the updated policy. Staff will be eager to receive feedback on the revised document Monday evening.

V. Annual Bee City USA Report (Information)

Nature Center Manager Libby VanWyhe and Bee City USA Subcommittee Chair Kristina Lefever will be making their annual presentation to the Commissioners on Monday evening. Items of interest will include BCU Ashland goals, an overview of the approved Pollinator Garden Program and a specific report about the pollinator garden installed at The Grove in November 2017.

ASHLAND PARKS & RECREATION COMMISSION

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Recreation Superintendent

DATE: May 16, 2018

SUBJECT: Pioneer Hall RFP Directive

BACKGROUND:

On April 16, 2018, the Ashland City Council discussed the future of Pioneer Hall. APRC staff attended that meeting and Paula Brown, Public Works Director, presented 3 different options to the Council for discussion.

The conclusion from the council was to direct City staff to prepare an RFP for the community to seek proposals on how the Pioneer Hall facility can be used.

APRC staff presented information to the Commissioners at the May 14 Study Session. The information included revenue and expenditures associated with Pioneer Hall, non-paying facility users and the associated benefits to the community of those programs. Staff asked the Commissioner's for support in applying for the RFP for Pioneer Hall once it is released to the public.

The Commissioners and staff discussed the pros and cons of owning the Pioneer Hall building as well as the Ashland Community Center and direction as given to staff to pursue the option of procuring Pioneer Hall with an option for the Community Center.

APRC Staff will bring back a draft of the RFP at a future meeting before submittal to the City of Ashland.

STAFF RECOMMENDATION AND REQUESTED ACTION

It is the recommendation of APRC staff that both Pioneer Hall and the Ashland Community Center should be retained as recreational assets if repairs and improvements can be made.

SUGGESTED MOTION

I move to approve staff to submit a proposal for the RFP for Pioneer Hall and also an option to include the Ashland Community Center within that same proposal.

ATTACHMENTS

- Memo and attachments from 5.14.18 APRC Study Session

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Rachel Dials, Recreation Superintendent
DATE: May 9, 2018
SUBJECT: Pioneer Hall and Community Center Discussion

On April 16, 2018, the Ashland City Council discussed the future of Pioneer Hall. APRC staff was present for the discussion and Paula Brown, Public Works Director, presented information on:

- Current usage of Pioneer Hall
- Long-term funding sources
- Options for Pioneer Hall usage
- Costs for construction upgrades to Pioneer Hall
- Possible locations for a winter shelter.

The Council directed City staff to prepare an RFP for the community to seek proposals on how the facility can be used.

Current APRC direct costs associated with Pioneer Hall include:

- \$15,000 per year/paid to the city for use of the building
- \$13,000 per year/paid to Pathways for cleaning of the building
- Various utility costs
- APRC Custodial staff time of approximately \$3000 per year

Revenues for Pioneer Hall in the 16/17 fiscal year were approximately \$17,800. There are some current users of Pioneer Hall that do not pay a fee-for-use because of historical precedence. Those users are: American Legion and Boy Scout Troop 112. VFW discontinued use in 2015.

Pioneer Hall has traditionally been used as a community recreation hall available for public and private events. For the past five years, the City has made it available as a winter shelter for the homeless, thereby decreasing the availability of rental time.

The attached report from Paula Brown and Steve Ennis detail the needed repairs to the building in order for it to function as a shelter.

It is the opinion of APRC staff that the building should be retained as a recreational asset if repairs and improvements can be made. Staff believes a donor opportunity exists for those repairs and improvements and would like to discuss and present some options to the Ashland Parks Foundation.

Staff is looking for discussion regarding this opportunity and is hopeful to receive Commission support on submitting a proposal for the future RFP.

Attachments:

- Council Study Session Meeting Minutes of April 16, 2018
- Staff Report, Paula Brown titled *Pioneer Hall Rehabilitation*
- Matrix of Non-Paying Facility Users and associated benefits to community

Agendas and Minutes

City of Ashland ▼

City Council [\(View All\)](#)

Study Session

Minutes

Monday, April 16, 2018

[View Agenda](#)

CITY COUNCIL STUDY SESSION

MINUTES

Monday, April 16, 2018 Council Chambers, 1175 E. Main Street

5:30 p.m.

I. Public Input (15 min)

Heidi Parker-Ashland- Ms. Parker spoke that she is the Volunteer Coordinator of Ashland Winter Homeless Shelters. She spoke that this is the 6th year of providing the homeless shelter. She stated that there were 35-50 people staying each night. She thanked City Council and City Staff for use of Pioneer Hall. She explained the reasons why the shelter closed 10 days earlier than expected. She spoke that they were required to do a fire watch for the shelter; which was every 15 minutes throughout the night to say there was no fire. She explained that they had no storage and there were restroom issues at Pioneer Hall.

She spoke in support in looking for a single location that can provide 7 nights of shelter in the winter.

II. Review of Employee Health Benefits Plan Options (40 min)

Administrative Services Director, Mark Welch, Human Services Director, Tina Gray and JL Jones Consultants, Jeff Jones and Nancy Lewis gave a staff report.

Items discussed were:

- City self-funded insurance program
- CIS insurance program
- Costs for each option
- Claim costs
- CIS Rates
- Other possible options

Council directed Staff to move forward with the CIS Benefit Program.

III. Pioneer Hall Construction Cost Estimates & Options (30 min)

Public Works Director, Paula Brown gave a Staff report.

Items discussed were:

- Usage of Pioneer Hall
- Long-Term funding sources
- Options for Pioneer Hall usage
- Cost for updates in Pioneer Hall
- Possible locations for a winter shelter

Council directed Staff to work prepare and RFP for the Community to seek proposals for how the facility can be used.

IV. Wildlife Community Education Event (5 min)

Interim City Administrator, Adam Hanks gave a brief Staff report. Mr. Hanks suggested having an open house regarding wildlife issues. He explained this would be for education and outreach.

V. Look Ahead for information purposes only

The Study Session was adjourned at 7:15 PM

Council Study Session

April 16, 2018

Title:	Pioneer Hall Rehabilitation	
Item Type:	Presentation	
Requested by Council?	Yes	
From:	Paula C. Brown, PE	Public Works Director
	paula.brown@ashland.or.us	
	Adam Hanks	Interim City Administrator
	adam.hanks@ashland.or.us	

Summary:

Before the Council is an update on the results of the comprehensive cost comparison for improvements to Pioneer Hall based upon occupancy needs. Staff will present three options for consideration:

- Option 1 Retain the A-3 “Assembly” Occupancy Classification for recreational public meeting space which allows only true (state code defined) emergency overnight shelter;
- Option 2 Convert to R-1 “Residential” Occupancy Classification to allow transient lodging and a regularly scheduled overnight shelter; or
- Option 3 Remove the property from City inventory and potentially divest or transfer the asset.

Discussion Questions:

Tonight’s discussion will focus on two primary issues facing the council: facility improvement needs based upon use/occupancy and the determination based on fire code and the social impacts of the use of the facility as an overnight shelter. Questions to consider include:

1. What is the long term intent for the use of Pioneer Hall?
2. What is the likely long term source of funding for this City owned facility?
3. Is continuing to operate this facility as one of the seasonal winter shelter locations in the best interest of the City?

Underlying this discussion are two issues; a history of deferred maintenance in city facilities such as Pioneer Hall and the fact that Pioneer Hall has been increasingly used as a winter shelter for the past five years. Is this the Council and community’s desired correct use of the facility? Once the facility is brought up to appropriate conditions, the facility could be utilized by the community for a variety of functions.

Resource Requirements:

Facilities maintenance and improvements are shown in the City's overall Capital Improvements Fund (link to [budget](#) page 2-59) which is fed by the "Use of Facilities" charges that are collected from the Departments that utilize the facilities. These fees are apportioned to each department and enterprise fund and are collected through central services. The majority (40%) of the fees collected go to utilities, custodial and other materials and service components, 34% is for capital outlay projects for both specified projects and unspecified major maintenance, and the remainder (26%) is allocated to offset a portion of Facilities Division personnel staffing costs. The fund accommodates 50 facilities of which about 18 are fully occupied and just \$177,500 allocated for unspecified major maintenance annually. There is an additional \$241,500 set aside for specific projects each year.

Funds are not budgeted for either of the rehabilitation options described above in the current biennium, BN 2017-19. If this improvement is considered a priority expense, staff can adjust and delay specific budgeted capital fund projects and reprogram them for future budget cycles.

The costs to rehabilitate Pioneer Hall are broken into the two options.

Option 1: Upgrades include removing and replacing the chimney for seismic concerns, roof joists and floor strengthening, electric, plumbing, and HVAC to meet current building code requirements and other interior improvements and flooring so that the facility may continue to be used for assembly occupancy for public meeting space available by reservation. Cost: \$325,409.

Option 2: Improvements include all of the option 1 upgrades as well as the installation of a fire sprinkler system so that the building meets the state code occupancy designation to be used for transient lodging occupancy to include a regularly-scheduled, non-emergency overnight shelter. Cost: \$404,194.

In addition to the contracted costs, there is a staff time component to each alternative: Option 1 is expected to consume 15 hours per week for approximately three months; and Option 2 is expected to consume 20 hours per week for approximately four months. Both will require re-prioritizing other time-intensive structural, facility, and maintenance projects, particularly if Option 2 is pursued.

Suggested Next Steps:

Staff encourages Council to familiarize itself with the background information provided herein and the attached estimates. On May 1, 2018, staff will return to Council with a request for Council to indicate which rehabilitation option, if any, to advance.

Policies, Plans and Goals Supported:

4. *Evaluate real property and facility assets to strategically support city mission and goals*
 - *Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs*
 - *Deliver timely life-cycle capital improvement projects*
 - *Maintain and improve infrastructure that enhances the economic vitality of the community*

- Evaluate all city infrastructure regarding planning, management, and financial resources
- 4.1 Identify and evaluate underperforming assets
5. Seek opportunities to enable all citizens to meet basic needs.

Background and Additional Information:

Pioneer Hall is a City-owned building that has traditionally been used as a community hall, available by reservation for public and private events. For the past five years, the City has increasingly made Pioneer Hall available as a winter shelter for the homeless, staffed by volunteers from local non-profit and/or community organizations. In early 2017, Council suggested that staff research the possibility of developing a Community Development Block Grant (CDBG) application for Americans with Disabilities Act (ADA) renovations to Pioneer Hall in support of the facility's continued use as a winter shelter. In response to the council's suggestion, the City commissioned Steve Ennis Architect (Ennis) to conduct a preliminary structural assessment and code evaluation of Pioneer Hall. Resulting structural and code reports, identifying a number of facility deficiencies, were presented to Council at a Study Session on [September 19, 2017](#). Following the presentation, Council approved the staff suggestion to obtain an estimate of design and construction costs for remediation of identified deficiencies.

The City again commissioned Ennis to complete design development and cost estimates to inform Council's decision on the future of Pioneer Hall. Early in the process of design development, Ennis conferred with the City's contract building official and fire marshal to discuss implications of the building's occupancy classification. Over the course of several conversations and site visits, it was established that, under the building's current classification as *Assembly Group A-3 (recreation)*, the necessary structural improvements would not trigger significant code upgrades if the building continues to be used exclusively as a community hall. Furthermore, the building official and fire marshal agreed that use of the building as a regularly-scheduled (i.e. non-emergency) overnight shelter changes the occupancy classification to *Residential Group R-1 (transient lodging)*.

A change in occupancy from A-3 to R-1 automatically triggers substantial code improvements to ensure the building complies with the minimum requirements for R-1 usage established in the 2014 Oregon Structural Specialty Code.

The City has clearly reached a decision point in the effort to rehabilitate Pioneer Hall regarding occupancy classification of the building. There are two options the City can pursue with the continued operation of the facility that will have long-term effects on its future use.

Option 1: Retain Assembly Occupancy Classification

Estimated Cost: \$325,409 (includes 20% contingency and permitting costs).

Summary & Implications: The first option provides the most economical solution, but it limits the occupancy and use of Pioneer Hall to the Assembly group, and as such, the building could not be used to provide non-emergency overnight transient lodging. This option advances improvements necessary to ensure near-term and long-term functionality and safety of the building. Staff suggests that the following items would be included in this category:

- Accessibility improvements pursuant to ADA requirements, including egress improvements
- Strengthening the roof and floor where overloading has been identified
- Seismic rehabilitation where major weaknesses have been identified, including replacing stone chimney
- Electrical and plumbing upgrades
- Improvements to the kitchen facility
- Installation of drinking fountain
- Replacing the dated and insufficient HVAC systems to include energy efficient systems

Option 2: Convert to R-1 “Residential” Occupancy to allow Transient Lodging Classification
Estimated Cost: \$404,194 (includes 20% contingency and permitting costs).

Summary & Implications: This second option includes the necessary repairs listed above, plus all the provisions required of R-1 occupancy. This option would allow the City to use Pioneer Hall as a regularly-scheduled, non-emergency homeless shelter, similar to how it has been operated during the past five winters. Necessary improvements, further detailed in Exhibit A, would generally include:

- Addition of fire suppression system
- Addition of fire alarm system

Option 3: Remove the property from City inventory and potentially divest/transfer the asset
Estimated Additional Cost: \$0 (potential for one-time revenue)

Summary & Implications: The Butler Pioneer Log Building, known as Pioneer Hall, was built in 1921 as the “Pioneer Building of the Southern Oregon Pioneer Society” and has always been used as a social hall or community building. Currently the City owns the asset, managed and rented out by the Parks Department. The City incurs costs for utilities and any general maintenance, but does not receive any additional “rent” from the Parks Department. A variety of potential options have been discussed internally regarding possible divestment from the City inventory that could feasibly retain its use for the community, but staff has not formally pursued anything to this point.



Universal Implications

Pioneer Hall, in its current condition and occupancy classification, may be used as a shelter during conditions or events that do not normally occur in the region and thereby truly constitute an **emergency** in the opinion of the local jurisdiction. For example, the fire marshal has stated that the 12-inch snow event that occurred in January 2017 would be considered an emergency, whereas freezing temperatures in the winter months that are anticipated every year would be considered non-emergency occurrences.

Regardless of the option selected, Pioneer Hall will not be available for shelter purposes during at least part of the winter of 2018-2019. Option 1 categorically excludes Pioneer Hall from

being used as a shelter on an anticipated basis, and Option 2 will require building closure for construction that is anticipated to take 4 to 6 months once final design is completed.

Attachments:

Summarized Estimates; Options 1 and 2

Direct Construction Cost Summary

Engineer's Opinion of Cost Estimate for ADA Egress Compliance

Engineer's Opinion of Mechanical/Electrical/Plumbing Upgrades

STEVE ENNIS ARCHITECT

PIONEER HALL

ASHLAND, OREGON

Design Development Phase Cost Estimate

April 9, 2018

OPTION 1

Direct Construction Costs (per 04/06/18 estimate from ACC Cost Consultants)

1	Direct Construction Costs	\$238,456
2	New Cripple Walls in Crawl Space	\$4,373
Total Direct Construction Costs		\$242,829

Miscellaneous Costs

4	Building Permit	\$4,500
5	Construction Phase Architectural & Engineering Services	\$19,345
6	Contract Document Printing	\$3,000
7	Construction Testing	\$1,500
Total Miscellaneous Costs		\$28,345

Subtotal Cost Estimate		\$271,174
Estimating Contingency (20%)		54,235
OPTION 1 TOTAL DESIGN DEVELOPMENT PHASE COST ESTIMATE		\$325,409

OPTION 2

Direct Construction Costs (per 04/06/18 estimate from ACC Cost Consultants)

1	Direct Construction Costs	\$238,456
2	New Cripple Walls in Crawl Space	\$4,373
3	Fire Sprinkler & Fire Alarm Systems	\$64,654
Total Direct Construction Costs		\$307,483

Miscellaneous Costs

4	Building Permit	\$4,500
5	Building Permit for Fire Alarm & Fire Sprinkler	\$1,000
6	Construction Phase Architectural & Engineering Services	\$19,345
7	Contract Document Printing	\$3,000
8	Construction Testing	\$1,500
Total Miscellaneous Costs		\$29,345

Subtotal Cost Estimate		\$336,828
Estimating Contingency (20%)		67,366
OPTION 2 TOTAL DESIGN DEVELOPMENT PHASE COST ESTIMATE		\$404,194

Pioneer Hall Ashland, Oregon Steve Ennis Architect Medford, Oregon DD Probable Cost Estimate 1.1	ACC Cost Consultants, LLC Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 06-Apr-18 Document Date: 23-Mar-18 Print Date: 06-Apr-18 Print Time: 3:33 PM Constr. Start: 12-Jul-18
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DIRECT CONSTRUCTION COST SUMMARY

Component	Area	\$ / SF	Total	
Estimate	2,345 sf	\$101.69 /sf	\$238,456	
TOTAL DIRECT CONSTRUCTION COST	2,345 sf	\$101.69 /sf	\$238,456	
Budget			\$0	TBD
Indicated Surplus / (Deficit)			(238,456)	
<u>ALTERNATES</u>				
01 New Cripple Walls in Crawlspace		Add ±	\$4,373	
02 Fire Sprinkler System & Alarm		Add ±	\$64,654	
TOTAL DIRECT CONSTRUCTION COST + ALTERNATES			\$307,483	

The above estimates are for direct construction cost only. They do not include furnishings & equipment, architect and engineer design fees, consultant fees, inspection and testing fees, plan check fees, state sales tax, hazardous material testing and removal, financing costs, owners contingency, nor any other normally associated development costs.

The above estimates assume a competitively bid project, with at least three qualified bidders in each of the major sub-trades as well as the general contractors.

The above estimates assume a construction start date of: July 2018. If the start of construction is delayed beyond the date above, the estimates must be indexed at a rate of 5% to 7% per year compounded.

This is a probable cost estimate based on in-progress documentation provided by the Architect. The actual bid documents will vary from this estimate due to document completion, detailing, specification, addendum, etc. The estimator has no control over the cost or availability of labor, equipment, materials, over market conditions or contractor's method of pricing, and contractor's construction logistics and scheduling. This estimate is formulated on the estimator's professional judgment and experience. The estimate makes no warranty, expressed or implied, that the quantities, bids or the negotiated cost of the work will not vary from the estimator's opinion of probable construction cost.

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SUMMARY	Base Building
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DIRECT CONSTRUCTION COSTS		\$/ sf	Cost	Comments
Area		2,345	sf	
02 EXISTING CONDITIONS		\$6.08	\$14,247	
03 CONCRETE		2.67	6,257	
04 MASONRY		9.04	21,200	
05 METALS		0.00	0	
06 WOOD, PLASTICS & COMPOSITES		20.01	46,930	
07 THERMAL & MOISTURE PROTECTION		2.70	6,342	
08 OPENINGS		0.60	1,400	
09 FINISHES		12.45	29,196	
10 SPECIALTIES		1.02	2,403	
11 EQUIPMENT		0.64	1,500	
12 FURNISHINGS		0.00	0	
13 SPECIAL CONSTRUCTION		0.00	0	
14 CONVEYING EQUIPMENT		0.00	0	
21 FIRE SUPPRESSION		0.00	0	
22 PLUMBING - per Engineer		3.84	9,000	
23 HVAC - per Engineer		6.23	14,600	
26 ELECTRICAL - per Engineer		6.10	14,300	
27 COMMUNICATIONS		0.00	0	
28 ELECTRONIC SAFETY & SECURITY		0.00	0	
31 EARTHWORK		0.43	1,000	
32 EXTERIOR IMPROVEMENTS		2.28	5,340	
33 UTILITIES		0.00	0	
SUB-TOTAL		\$74.08	\$173,715	
Estimating/Design Contingency/Market Interest	15.00%	11.11	26,057	
Index To Construction Start	1.50%	1.28	2,997	
General Conditions / Insurance / Bond	12.00%	10.38	24,332	
General Contractor OH & Profit	5.00%	4.84	11,355	
TOTAL DIRECT CONSTRUCTION COST		\$101.69	\$238,456	

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Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
02 EXISTING CONDITIONS						
Structure Demolition						
sawcut conc slab	13	lf	15.00	195		
remove conc slab	60	sf	5.00	300		
excavate for new ftg	7.0	cy	125.00	878		
remove partitions	122	lf	20.00	2,440		
remove gypbd ceiling finishes	950	sf	0.75	713		
remove base cabinets	26	lf	15.00	390		
remove interior trim	170	lf	1.50	255		
remove drapes & rods	1	allow	500.00	500		
remove chimney & brick extension	1	sum	3,500.00	3,500		
remove conc footing at chimney	82	sf	5.00	410		
cut back log siding, 2"	19	lf	16.00	304		
cutback/remove roof shingles	1	sum	75.00	75		
remove sheet vinyl flooring	937	sf	0.70	656		
remove wall base	122	lf	0.50	61		
remove column cap at entry	1	ea	30.00	30		
cut opening in gypbd walls	33	locs	25.00	825		at epoxy anchor locations
temp weather protection	1	sum	500.00	500		
haul & disposal	1	sum	2,110.00	2,110		
remove/salvage top portion of cabinet	7	lf	15.00	105		
Sub-total	2,345	sf	6.08 /sf		14,247	
SUB-TOTAL 02 EXISTING CONDITIONS			6.08 /sf		\$14,247	
03 CONCRETE						
Poured-In-Place Concrete						
concrete chimney footing, 11'x7.5'x1'	3.2	cy	1,000.00	3,208		
structural fill	3.2	cy	45.00	144		
4" concrete slab-on-grade	30	sf	15.00	450		
Sub-total	2,345	sf	1.62 /sf		3,802	
Miscellaneous						
grout gap between slab at log walls	113	lf	15.00	1,695		4,000 psi conc
dowel slab into existing @ 10"oc	16	ea	35.00	560		
precast concrete column cap, 14" sq.	1	ea	200.00	200		
Sub-total	2,345	sf	1.05 /sf		2,455	
SUB-TOTAL 03 CONCRETE			2.67 /sf		\$6,257	
04 MASONRY						
Concrete Masonry Units (CMU)						
8" cmu, fully grouted & reinforced	200	sf	28.00	5,600		
scaffold / hoisting	200	sf	3.00	600		
Sub-total	2,345	sf	2.64 /sf		6,200	
Stone						
stone veneer, 8" thk max.	250	sf	60.00	15,000		
Sub-total	2,345	sf	6.40 /sf		15,000	
SUB-TOTAL 04 MASONRY			9.04 /sf		\$21,200	

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Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
05 METALS						
Structural Steel - Beams, Columns, Etc. none indicated		ton	0.00	0		
Sub-total	2,345	sf	0.00	/sf	0	
SUB-TOTAL 05 METALS			0.00	/sf	\$0	
06 WOOD, PLASTICS & COMPOSITES						
Rough Carpentry						
miscellaneous blocking & framing	2,345	sf	0.25	586		
2x6 pt sill plates at new furred walls	113	lf	9.00	1,017		
plywood subfloor at attic	17	sf	5.00	85		
cricket framing at chimney	1	sum	200.00	200		
epoxy anchors @ 4'oc at exist. sill plates	33	ea	65.00	2,145		5/8" dia rod - 6" embed
6 3/4"x24" glb	38.5	lf	87.75	3,378		
HGU7-sds connections	2	ea	285.00	570		
2x8 rafters @ 16"oc	756	lf	6.00	4,536		
2x8 ceiling joists @ 16"oc	1,053	lf	6.00	6,318		
2x8 blkg between rafters/joists	142	lf	6.75	959		
simpson strap cmst16	16	lf	12.00	192		
simpson strap cmst14	8	lf	15.00	120		
lvl filler at strap, lag screw to log	3	lf	9.50	29		
steel plate connections at exterior truss	10	ea	110.00	1,100		
2x8 header above entry	7.0	lf	50.00	350		incl. gypbd
1/4"x4 1/2" lag screws @ 12"oc	276	ea	1.75	483		per dll 2/S1
3x3x1/4 steel plate w/lag screws@16"oc	126	lf	16.25	2,048		per dll 4/S1
shoring of existing pole rafters & roof	1	sum	6,384.00	6,384		
fasteners & hardware	1	sum	1,620.00	1,620		
rigging	1	sum	800.00	800		
Sub-total	2,345	sf	14.04	/sf	32,920	
Exterior Finish Carpentry						
patch siding at new strap	2	locs	300.00	600		allowance
patch siding at new mech louver	1	loc	200.00	200		allowance
Sub-total	2,345	sf	0.34	/sf	800	
Interior Finish Carpentry / Millwork						
finish work - trim, panel work, etc.	1	sum	500.00	500		allowance
wood trim - windows and doors	170	lf	20.00	3,400		
wood base	125	lf	0.00	0		moved to rubber base
Sub-total	2,345	sf	1.66	/sf	3,900	
Architectural Wood Casework						
Kitchen 102						
plam base cabinets & countertop	26.0	lf	350.00	9,100		
Dining 103						
reinstall top portion of cabinet	7.0	lf	30.00	210		
Sub-total	2,345	sf	3.97	/sf	9,310	
SUB-TOTAL 06 WOOD, PLASTICS & COMPOSITES			20.01	/sf	\$46,930	

Pioneer Hall
 Ashland, Oregon
 Steve Ennis Architect
 Medford, Oregon
 DD Probable Cost Estimate 1.1

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 Stanley J. Pszczolkowski
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 Tigard, Oregon 97223-8489
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Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
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07 THERMAL & MOISTURE PROTECTION						
Insulation						
rigid insulation						
insulation below new plywd at attic	17	sf	8.00	136		
batt insulation						
under floor		sf	0.00	0		NIC
above ceiling / roof	890	sf	2.25	2,003		
walls	1,115	sf	1.25	1,394		
vapor barrier	1,227	sf	0.30	368		
wrb behind chimney at stud wall	60	sf	3.50	210		
Sub-total	2,345	sf	1.75 /sf		4,111	
Shingle Roofing						
composite asphalt shingle patch	1	sum	300.00	300		@ new chimney cricket
Sub-total	2,345	sf	0.13 /sf		300	
Exterior Walls						
infill wall at removed ac unit	1	sum	225.00	225		
Sub-total	2,345	sf	0.10 /sf		225	
Flashing & Sheet Metal						
modify gutters at new chimney	1	allow	100.00	100		
miscellaneous	2,345	sf	0.10	235		
Sub-total	2,345	sf	0.14 /sf		335	
Roof Accessories						
chimney topper - allowance	1	allow	500.00	500		
Sub-total	2,345	sf	0.21 /sf		500	
Caulking & Sealants						
backerrod & sealant, chimney to log joint	19	lf	15.00	285		
caulking/sealant	2,345	sf	0.25	586		
Sub-total	2,345	sf	0.37 /sf		871	
SUB-TOTAL 07 THERMAL & MOISTURE PROTECTION			2.70 /sf		\$6,342	

08 OPENINGS						
Doors, Frames & Hardware (includes installation)						
interior doors						
2x7 wood paneled door	1	ea	1,000.00	1,000		at fire riser closet
new ceiling access hatch/door	1	ea	400.00	400		at meeting hall
Sub-total	2,345	sf	0.60 /sf		1,400	
SUB-TOTAL 08 OPENINGS			0.60 /sf		\$1,400	

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Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
09 FINISHES						
Gypsumboard Systems						
2x6 furred walls at meeting hall	1,115	sf	8.00	8,920		
2x4 partition	38	sf	9.50	361		
patch gypbd at epoxy anchor locations	33	ea	80.00	2,640		
gypbd to structure	890	sf	3.75	3,338		
accessories, miscellaneous, bracing, etc.	1	sum	1,144.43	1,144		
Sub-total	2,345	sf	6.99 /sf		16,403	
Resilient						
clean/prep floor	885	sf	1.00	885		
sheet vinyl	885	sf	8.00	7,080		
base						
rubber	125	lf	3.00	375		
Sub-total	2,345	sf	3.56 /sf		8,340	
Paint & Wallcoverings						
exterior painting	1	allow	500.00	500		
paint / finish door & frame	1	lvs	125.00	125		
paint gypboard ceilings / fascias	923	sf	1.25	1,154		
paint interior walls	2,450	sf	0.90	2,205		
misc. specialty painting, touchup	2,345	sf	0.20	469		
Sub-total	2,345	sf	1.90 /sf		4,453	
SUB-TOTAL 09 FINISHES			12.45 /sf		\$29,196	
10 SPECIALTIES						
Visual Display Systems						
markerboard						
8' x 4'	1	ea	0.00	0		NIC
Sub-total	2,345	sf	0.11 /sf		248	
Signage Systems						
ada access direction sign	1	ea	150.00	150		
Sub-total	2,345	sf	0.06 /sf		150	
Wall Protection & Corner Guards						
ss corner guards, 4' ht.	7	ea	115.00	805		
Sub-total	2,345	sf	0.34 /sf		805	
Toilet Accessories (includes installation)						
vertical grab bars w/ blkg - patch wall	2	ea	175.00	350		
Sub-total	2,345	sf	0.15 /sf		350	
Miscellaneous						
knox box, exterior	1	ea	850.00	850		
Sub-total	2,345	sf	0.36 /sf		850	
SUB-TOTAL 10 SPECIALTIES			1.02 /sf		\$2,403	

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Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
11 EQUIPMENT						
Residential Appliances						
range	1	ea	0.00	0		OFOI
refrigerator	1	ea	0.00	0		OFOI
vent hood	1	ea	1,500.00	1,500		allowance
Sub-total	2,345	sf	0.64 /sf		1,500	
SUB-TOTAL 11 EQUIPMENT			0.64 /sf		\$1,500	
12 FURNISHINGS						
Window Treatment						
none indicated		sf	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
SUB-TOTAL 12 FURNISHINGS			0.00 /sf		\$0	
13 SPECIAL CONSTRUCTION						
Special Construction						
none indicated		sum	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
SUB-TOTAL 13 SPECIAL CONSTRUCTION			0.00 /sf		\$0	
14 CONVEYING EQUIPMENT						
Elevators						
none indicated		stop	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
SUB-TOTAL 14 CONVEYING EQUIPMENT			0.00 /sf		\$0	
21 FIRE SUPPRESSION						
Fire Sprinklers						
see alternates		sf	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
SUB-TOTAL 21 FIRE SUPPRESSION			0.00 /sf		\$0	
22 PLUMBING - per Engineer						
Plumbing						
new kitchen sink with grease trap	1	sum	3,000.00	3,000		
water heater seismic anchor & safety plan	1	sum	800.00	800		
new hub drain, piping, primer	1	sum	1,000.00	1,000		
condensate drains from a/c units	1	sum	400.00	400		
new dual-level drinking fountain	1	sum	3,000.00	3,000		
natural gas piping	1	sum	800.00	800		
Sub-total	2,345	sf	3.84 /sf		9,000	
SUB-TOTAL 22 PLUMBING - per Engineer			3.84 /sf		\$9,000	

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Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
23 HVAC - per Engineer						
HVAC horiz. gas furnaces (2) w/cooling coils air-cooled condensing units (3&4 ton) thermostats, economizer controls outside air louver kitchen range hood & exhaust bathroom exhausts (2) Sub-total	1 1 1 1 1 1 2,345	sum sum sum sum sum sum sf	9,000.00 3,000.00 1,200.00 400.00 600.00 400.00 6.23 /sf	9,000 3,000 1,200 400 600 400 14,600	14,600	incl. ductwork, complete incl. pads + refrigerant piping
SUB-TOTAL 23 HVAC - per Engineer			6.23 /sf		\$14,600	
26 ELECTRICAL - per Engineer						
Electrical new light fixtures (37 @ \$200 each) demo (6) light fixtures lighting controls receptacles + circuits at Meeting Room branch circuit splice box and wiring equip. connections (2) hvac sys. & cntrls equip. connections, range & tilt exhaust lighting & receptacles for attic Sub-total	1 1 1 10 1 1 1 1 2,345	sum sum sum ea sum sum sum sum sf	7,400.00 900.00 450.00 200.00 1,000.00 1,500.00 450.00 600.00 6.10 /sf	7,400 900 450 2,000 1,000 1,500 450 600 14,300	14,300	w/p gfi receptacle outdoor hvac
SUB-TOTAL 26 ELECTRICAL - per Engineer			6.10 /sf		\$14,300	
27 COMMUNICATIONS						
Communications none indicated Sub-total	2,345	sum sf	0.00 0.00 /sf	0 0	0	
SUB-TOTAL 27 COMMUNICATIONS			0.00 /sf		\$0	
28 ELECTRONIC SAFETY & SECURITY						
Fire Detection & Alarm see alternates Sub-total	2,345	sum sf	0.00 0.00 /sf	0 0	0	
SUB-TOTAL 28 ELECTRONIC SAFETY & SECURITY			0.00 /sf		\$0	
31 EARTHWORK						
Grading / Site Excavation & Fill - per Marquess & Assoc. mobilization Sub-total Erosion & Sedimentation Controls none indicated Sub-total	1 2,345 2,345	sum sf sum sf	1,000.00 0.43 /sf 0.00 0.00 /sf	1,000 1,000 0 0	1,000 1,000 0	
SUB-TOTAL 31 EARTHWORK			0.43 /sf		\$1,000	

Pioneer Hall Ashland, Oregon Steve Ennis Architect Medford, Oregon DD Probable Cost Estimate 1.1	ACC Cost Consultants, LLC Stanley J. Pszczołkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 06-Apr-18 Document Date: 23-Mar-18 Print Date: 06-Apr-18 Print Time: 3:33 PM Constr. Start: 12-Jul-18

Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
32 EXTERIOR IMPROVEMENTS						
Hardscape - per Marquess & Assoc. remove bricks, regrade, replace bricks	235	sf	20.00	4,700		
demo and remove existing concrete	40	sf	4.00	160		
concrete entry walk	40	sf	12.00	480		
Sub-total	2,345	sf	2.28 /sf		5,340	
SUB-TOTAL 32 EXTERIOR IMPROVEMENTS			2.28 /sf		\$5,340	
33 UTILITIES						
Water Utilities none indicated		sum	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
Sanitary Sewerage Utilities none indicated		sum	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
Storm Drainage Utilities none indicated		sum	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
Natural Gas Distribution none indicated		sum	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
Electrical Utilities none indicated		sum	0.00	0		
Sub-total	2,345	sf	0.00 /sf		0	
SUB-TOTAL 33 UTILITIES			0.00 /sf		\$0	
SUB-TOTAL			74.08	173,715	\$173,715	
Estimating/Design Contingency/Market Interest			15.00%	26,057		
Index To Construction Start	12-Jul-18		1.50%	2,997		@ ± 6% per year
General Conditions / Insurance / Bond			12.00%	24,332		
General Contractor OH & Profit			5.00%	11,355	64,741	37.27%
TOTAL DIRECT CONSTRUCTION COST Estimate						
	2,345	sf	\$101.69 /sf		\$238,456	
Main Level	2,345	sf				

Pioneer Hall Ashland, Oregon Steve Ennis Architect Medford, Oregon DD Probable Cost Estimate 1.1	ACC Cost Consultants, LLC Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 06-Apr-18 Document Date: 23-Mar-18 Print Date: 06-Apr-18 Print Time: 3:33 PM Constr. Start: 12-Jul-18

Alternates	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
01 New Cripple Walls in Crawlspace						
Alternate One						
cont. ftg, 12"x8"	1.25	cy	1,500.00	1,874		
2x6 pt sill plate	46	lf	9.00	414		
2x6 cripple stud walls	69	sf	7.50	518		
2x10 blkg at joists	46	lf	8.25	380		
Sub-total	2,345	sf	1.36 /sf		\$3,186	
SUB-TOTAL 01 New Cripple Walls in Crawlspace				3,186	\$3,186	
Estimating/Design Contingency/Market Interest			15.00%	478		
Index To Construction Start	12-Jul-18		1.50%	55		@ ± 6% per year
General Conditions / Insurance / Bond			12.00%	446		
General Contractor OH & Profit			5.00%	208	1,187	37.27%
TOTAL DIRECT CONSTRUCTION COST						
01 New Cripple Walls in Crawlspace	2,345	sf	\$1.86 /sf		\$4,373	
02 Fire Sprinkler System & Alarm						
Alternate Two						
fire sprinkler system	2,345	sf	\$13.65	\$32,000		NIC, by City
new water service for sprinkler system		sf	0.00	0		
fire alarm system	2,345	sf	6.44	15,100		
Sub-total	2,345	sf	20.09 /sf		\$47,100	
SUB-TOTAL 02 Fire Sprinkler System & Alarm				47,100	\$47,100	
Estimating/Design Contingency/Market Interest			15.00%	7,065		
Index To Construction Start	12-Jul-18		1.50%	812		@ ± 6% per year
General Conditions / Insurance / Bond			12.00%	6,597		
General Contractor OH & Profit			5.00%	3,079	17,554	37.27%
TOTAL DIRECT CONSTRUCTION COST						
02 Fire Sprinkler System & Alarm	2,345	sf	\$27.57 /sf		\$64,654	

MARQUESS & ASSOC., INC.
OPINION OF CONSTRUCTION COST ESTIMATE

City of Ashland
Pioneer Hall

PROJECT 17-1214.1

DATE: March 22, 2018

ITEM	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	COST
1	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00
2	REMOVE BRICKS, REGRADE, REPLACE BRICKS	SF	235	\$20.00	\$4,700.00
3	DEMO AND REMOVE EXISTING CONCRETE	SF	40	\$4.00	\$160.00
4	CONCRETE ENTRY WALK	SF	40	\$12.00	\$480.00

Subtotal: \$6,340.00

TOTAL \$6,340.00

PLUMBING	SUBCONTRACTOR COST
New kitchen sink with grease trap, installed	\$3,000
Water heater seismic anchor & safety pan	\$800
New hub drain, piping, primer	\$1,000
Condensate drains from A/C units	\$400
New dual-level drinking fountain, installed	\$3,000
Natural gas piping	\$800
Plumbing subtotal	\$9,000
HVAC	
Horizontal gas furnaces (2) with cooling coils & ductwork, complete	\$9,000
Air-cooled condensing units (3 & 4 ton) with pads & refrigerant piping	\$3,000
Thermostats, economizer controls	\$1,200
Outside air louver	\$400
Kitchen range hood & exhaust	\$600
Bathroom exhausts (2)	\$400
HVAC subtotal	\$14,600
ELECTRICAL	
New light fixtures (37 @ \$200, installed)	\$7,400
Demo (6) light fixtures	\$900
Lighting controls	\$450
New receptacles and branch circuit wiring in 101 (10 @ \$200)	\$2,000
Branch circuit splice box and wiring	\$1,000
Equipment connections for (2) HVAC systems & controls	\$1,500
Equipment connections for range hood and toilet exhausts	\$450
Lighting & receptacle for attic; W/P GFI receptacle at outdoor HVAC	\$600
Electrical subtotal	\$14,300
Total MEP	\$37,900

Name of Non-Paying Group	Cost of Service Provided	Benefits of Org. to Community	Facility
Womens Civic Club & Ashland Garden Club	Membership Dues \$20 Individual /\$30 HH	To keep our flowers growing in beauty, our friendships growing in understanding and the community growing in scope and fruitfulness. Club Theme: Ashlands Beauty	CC
Ashland Pinochle Club	Unsure of fee to participants	non-profit social group offering services to local senior citizens for social interation	CC
AARP	FREE Program	The program's mission is to provide high quality free income tax assistance and tax form preparation to low- and moderate-income taxpayers, with special attention to those age 60 and older.	Grove
American Legion	Unsure of membership fee	support and honor the sacrifice of those who serve by enhancing the lives of our veterans, military and their families, both at home and abroad	PH
Veterans of Foreign Wars (VFW)	CANCELLED USE in 2015		PH
Boy Scouts Troop 112	\$25-\$115 per year to be a member of Boy Scouts	develop a greater sense of pride in your community	PH

*All buildings owned by the City of Ashland

*APRC pays \$15,000 per year/per building (PH & CC only) to the City. \$30,000 per year



*Ashland Parks and
Recreation Commission*

**COMMISSION
POLICY**

TITLE: Integrated Pest Management (IPM) Policy of the Ashland Parks and Recreation Commission (APRC)	PAGE 1 of 9	POLICY No. 105
EFFECTIVE DATE: May 24, 2010	REVISED DATE See below	

Revised on:
 February 28, 2011
 June 27, 2011
 February 27, 2012
 April 22, 2013
 April 28, 2014
 May 22, 2017

Policy Introduction:

APRC follows an Integrated Pest Management Policy adopted by the Ashland Parks and Recreation Commission in 2010.

According to Oregon Statutes (ORS 262.1), Chapter 943, an IPM is defined as:

“A coordinated decision-making and action process that uses the most appropriate pest control methods and strategies in an environmentally and economically sound manner to meet pest management objectives. The elements of integrated pest management include: (a) preventing pest problems; (b) monitoring for the presence of pests and pest damage; (c) establishing the density of pest population, which may be set at zero, that can be tolerated or corrected with a damage level sufficient to warrant treatment of the problem based on health, public safety, economic or aesthetic threshold; (d) treating pest problems to reduce populations below those levels established by damage thresholds using strategies that may include biological, cultural, mechanical and pesticidal control methods and that shall consider human health, ecological impact, feasibility and cost effectiveness; and (e) evaluating the effects and efficacy of pest treatments.”

APRC lands are 99.25% synthetic-pesticide-free but authorization is given to use organic pesticide (OMRI-approved – or *Organic Materials Review Institute*) according to label instructions within the nearly 800-acre APRC system.

The use of synthetic pesticide is approved for:

- Hornets and wasps in all areas for safety, but as a last resort.
- Median strips at the north entry of Ashland for staff safety.
- North Mountain Park infields for safety.
- Controlling Poison Oak along trails for safety.
- Emergency situations as approved by the Park Commission on a case-by-case basis.
- Oak Knoll Golf Course as outlined below:
 - The golf course will occasionally require use of higher toxicity products to keep the quality of the greens and tees playable. If toxicity is higher than table salt (LD 50 = 2,500), the course will be posted at the clubhouse and at the first green or tee that is treated.
 - The Golf Division will follow the same guidelines established for the Parks Division.
 - MSDS sheets will be posted in the golf course clubhouse.
 - Greens #4, 6, 7 and tee boxes #4, 5, 7 will be exempted from the 50-foot setback from water.
 - Golf cart paths as needed for public safety and maintenance.

Background

The IPM process first determines if a pest needs to be managed, and if so, how best to do it. Key elements are information gathering, decision making, management action and monitoring of results. IPM uses effective, low-risk strategies and practices. Management actions include cultural, physical, mechanical, manual, biological and pesticidal practices. Licensed and trained APRC professionals often select a combination of methods (pesticide applications being the method of last resort) to manage specific pest populations on a case-by-case basis, with a goal of reducing reliance on pesticides. Methods employed conform to recognized standards established and endorsed by state and federal regulatory agencies, state educational institutions, and organizations such as the Western Integrated Pest Management Center.

Examples of IPM methods within APRC lands include:

- Mulching of planting beds to reduce establishment of weeds.
- Utilizing non-neonicotinoid plants with natural resistance to pests.
- Volunteer labor that includes hand weeding, trimming, mulching and more.
- Design features that include concrete curbs, mow strips and landscape designs.

- Proper mowing, irrigation and fertilization of park turf to increase vigor and reduce weed populations.
- Application of organic OMRI-approved herbicides to control invasive weeds before seed formation to prevent future weed infestations.
- Release of natural biological controls to control non-natives such as plants and insects.

APRC's Integrated Pest Management Policy is based on park planning and design, manual maintenance, ecological controls and, as a last resort, use of chemical pesticides. APRC will work to reduce or eliminate the use of synthetic pesticides and will conduct an annual review of pest management activities, which will include written suggestions to the Parks Commission for the further reduction of pesticides and for alternatives to their use.

Pesticide Use

Any pesticide use will be part of an IPM approach. Risk will be minimized by careful product selection and application. When developing and updating the IPM program, APRC staff will rely on current peer-reviewed scientific opinion about potential materials and methods, including science-based information from regulatory agencies, state university departments, university extension scientists and other experts.

- The choice to use pesticides will be based on human and ecological health and the values to be gained or preserved. Budgetary and human resource factors will also be considered.
- Only the safest, lowest toxicity products available will be used. Pesticides use will comply with all local, state, and federal regulations. No "restricted use" pesticides will be used.
- For synthetic pesticide use, the area will be posted 48 hours in advance of the application, with signage remaining a minimum of 48 hours following the application, depending on the re-entry time specified on the pesticide label or MSDS sheet.
- For non-synthetic (OMRI-approved) use, informational signage will be posted at the time of application only.

Oversight and Training

- A minimum of one Park Operations or Golf Operations employee will be trained and licensed as an Oregon Licensed Pesticide Applicator and will be designated by the department director to be responsible for overseeing and authorizing all pesticide use by Parks and Golf division staff. No pesticides will be used without a Licensed Pesticide Applicator on staff.
- No employee will use or apply any pesticide without prior training.
- No employee will use or apply any pesticide mechanically or by hand without event-specific authorization.

- All Parks Operations and Golf Division employees who apply pesticides will attend an annual review of policies, procedures, and reduction strategies regarding the use and applications of pesticides.
- All pesticides will be stored in a safe, labeled, secure environment. The Parks Superintendent and Licensed Applicator will have exclusive access to the area.
- Violation of any of these policies or guidelines by Parks Operations or Golf Division staff will be grounds for disciplinary action.

Reporting and Review

The APRC Director or Parks Superintendent will oversee an annual review and will present the results to the commission. The report will include water quality test results and results from any other testing conducted; comparisons from previous years' spreadsheets showing amounts and locations of pesticide applications; and will recommend specific locations, management activities, cost, and targets for reductions or elimination of pesticides.

- The Parks Commission may consider updating the IPM policy during the fiscal year as new peer-reviewed scientific information about pesticides, including inert ingredients, becomes available and as other management choices develop.
- Written record on Form 1A will be filled out after each application (attached).
- MSDS sheets will be made available to the public.
- The elected Ashland Parks and Recreation Commission will serve as the overseeing board for this policy.

GUIDELINES

PESTICIDE SOLUTIONS AND RINSES

Following are elements to consider before beginning an application. These elements will help determine the proper amount of pesticide to mix.

- Weather conditions and predictions. Call National Weather Service at 541-779-5990.
- Acreage / square footage of the job site.
- Calendar: special events, mowing, irrigation, and so on.
- Type and size of the equipment appropriate to do the job.

When applying a pesticide, use the following procedures to reduce and safely store the rinse solution. These are secondary to label information and State and Federal regulations.

- Mix only enough pesticide solution to do the job that day.

- First add measured amount of water to tank, then put in correct amount of herbicide according to label specifications.
- Use up all pesticide, applying until the tank is empty or no more solution is coming through the nozzle.
- If pesticide mix remains, completely label the tank or sprayer with labels for the products used. Also mark the current concentration for each product, the date, and the name of the applicator.
- When resuming spray applications the next time, either use the leftover material, or add dilution water and circulate the mix thoroughly before adding new concentrate.
- If spray tank rinsate is created, store the rinsate as make-up water for the next day. The next day's pesticide should be compatible or the same. The same labeling requirements pertain to the rinsate mix.
-

Rinse the sprayer if the following conditions apply:

- It is necessary to use a pesticide incompatible with that previously used.
- It is the end of a spraying cycle.

Use the following rinse process:

1. Read the pesticide label. The following should not conflict with label information or State or Federal regulations. Contact your supervisor if you see a conflict or have questions.
2. Wear protective clothing, as listed on the label when handling pesticides, pesticide containers, or pesticide equipment.
3. Fill the spray equipment approximately 1/4 full with clean water. Shake or agitate so that all inside surfaces are washed. If possible, use the spray hose to rinse the inside surface of the tank. These procedures should coincide with all labels.
4. Spray the rinse water out of the spray equipment onto an approved target area. Rinse water should be run through all hoses, booms, etc. Filters should be cleaned. Because of the dilute nature of the pesticide in the rinse water, a coarse spray can be used and is recommended to save time. Do not "pond" or saturate the soil.
5. If the tank is to be stored, repeat step 3 and 4 above until the tank is clean.

PESTICIDE SAFETY

- For synthetic pesticide use, the area will be posted 48 hours in advance of the application, with signage remaining a minimum of 48 hours following the application, depending on the re-entry time specified on the pesticide label or MSDS sheet.
- For non-synthetic pesticide (OMRI-approved) use, information signage will be posted at the time of application only.
- Containers will be triple-rinsed, then punctured to make sure they are not reused.
- There will be no application of non-synthetic pesticides from Memorial Day to Labor Day.

- OMRI-approved non-synthetic pesticides are exempt from date restrictions and can be applied throughout the year per label instructions.
- Any spills will be cleaned up immediately and reported to a supervisor for proper handling of material.
- Personal protective equipment (PPE) will be worn according to label on product and MSDS sheets (e.g., rubber gloves, goggles, long-sleeved shirts).
- Employee will change clothes before interacting with non-work associates such as family and friends.

PESTICIDE REDUCTION OPTIONS

Volunteers will be used for:

- Weeding
- Mulching
- Trimming
- Mulch – reduce weed growth and labor costs; minimal budget impact
- Labor – staff and volunteer crew to manually trim edges. Potential large budget impact if staff and volunteers manually edge and use less spray
- Annuals to Perennials – better ground cover, minimal labor, minimal budget impact
- Burners – burn weeds using APRC labor; possible safety issues
- Ground Covers – labor to establish weeding; higher initial costs but less expensive once established
- Hardscape – curbs, walks would require high initial investment but this would serve as long-term solution to problem spots; initial high budget impact
- Landscape Design – less formal, non- native; lower initial cost but higher costs to maintain until plants are established
- Park Branding – As part of the pesticide reduction process, a park logo will be designed to inform the public about pesticide-free areas. Communication will occur through the City of Ashland website and classes will be offered to share information and ideas with the public. This is underway with the APRC Promotions Coordinator.
- Equipment Use Where Possible – higher cost to purchase; efficient use of labor; able to treat large areas
- Lawn Height – help shade weeds
- Irrigation Changes – initial cost of labor and materials; long-term solution; more maintenance required for smaller heads
- Goats – problem with containment in terms of what is eaten (both desired and non-desired species consumed)

- Forestry Areas – 99% spray free since 1992; manually controlled

PESTICIDE APPLICATIONS BY NON-APRC EMPLOYEES

In special circumstances, when a certain area needs to be addressed in a specific fashion, pesticide applications by non-APRC staff will be approved:

- Employees of commercial pesticide operator companies
- Employees of commercial pesticide operator companies possessing valid state pesticide applicator licenses will be considered for approval to apply pesticides to Parks Department property.
 - The licensing variance must be specifically approved by the Parks Department's Licensed Applicators.
 - The work must occur under the direction of a contractor-supplied, fully licensed supervisor.
 - Before approval, there must be evidence that all trained and licensed applicators have sufficient previous pesticide application experience and a safety record to satisfy APRC's approval process. Acceptable application experience may vary, but will be of sufficient assurance to APRC of employee competence and knowledge of safe work practices. Three to five months is a likely minimum experience interval for approval. Inexperienced trainee licensed applicators will not be allowed to apply pesticides to park land.

Contractors must satisfy all of the standard applicable city contractual language pertaining to pesticide applications. These subjects may include safety precautions, liability issues, and other responsibilities. These issues are dealt with in the contract language agreed to before the project commences by both city representatives and the contractor.

The performance record of contracting businesses applying pesticides to APRC lands shall also be regularly reviewed by APRC. This review shall include an examination of past work and safety performance.

Employees of the county vector and nuisance control agency:

APRC understands that there may be situations where the county vector and nuisance control agency has the need to apply pesticides to city property as part of their mandate to further public health goals. Communications from this agency stating their need for pesticide use for these purposes on park land will be responded to by the Licensed Applicator in a timely manner. Licensed public health endorsed applicators will be considered for approval to apply pesticides to APRC property. APRC and the county will work together to arrive at mutual agreements for activities that address public health goals and good environmental stewardship.

City of Ashland
ASHLAND PARKS AND RECREATION COMMISSION
340 S. Pioneer Street, Ashland, OR 97520

Pesticide Application Record (PAR)
(to be kept for 3 years)

Applicator: _____ Date of Application: _____

Time of Application: _____ Hour(s) Spent Applying Pesticides (X.XX): _____

Name of Park or Property: ENTER ONE CODE per Application Record: _____

Area Treated: CIRCLE ONE OR MORE below and/or fill in the blank:
TW- treewells FL-fencelines CR-Cracks BL-bleachers SH-Shrub beds
P-Ponds DU-Dugouts BF-Baseball fields R-Roses W-Wasps/Hornets
A-Annuals P-Paths/Trails TC-Tennis Courts SB-Sloped Banks

Other: _____

Chemical: ENTER ONE CODE FROM the APPROVED PESTICIDE LIST: _____

Other: _____

Mixing Ratio: Liquids: _____ Tablespoons per gallon OR _____ ounces per gallon
Granular: _____ per _____ square feet of coverage

Supplier: _____ EPA Registration No. _____

Target Species (be specific) ENTER CODE(S) FROM SPECIES LIST and/or fill in blank.

CODE(S):: _____

Other: _____

Equipment Used: CIRCLE ONE (below) or fill in the blank:
BP-Backpack SQ-Squeeze Bottle HA-Handheld Other: _____

Weather Conditions: temperature: _____ wind conditions: _____

precipitation: _____ comments: _____

Total amount of product applied (Tbsp. or ounces): _____

Comments: _____

Policy Revision

Per commission approval on February 28, 2011:

The commission authorized staff to replace synthetic pesticides in all Ashland parks with organic products, using the application standards outlined in the existing Integrated Pest Management Policy, with the exceptions of Oak Knoll Golf Course and poison oak in summer months.

Policy Revision

Per commission approval on June 27, 2011:

The commission granted approval for 1) the Integrated Pest Management Policy to be amended to include the following in the Special Situations Restricted Areas policy section: 1) No spraying of synthetic pesticides is permitted in any Ashland park from Memorial Day to Labor Day, with OMRI-approved herbicides exempt from this provision; and 2) at the next scheduled annual review of the IPM Policy, staff to present a revised policy that incorporated changes consistent with the use of OMRI herbicides.

Policy Revision

Per commission approval on February 27, 2012:

The commission approved allowing for the use of non-synthetic pesticides, per label instructions, in all parks at staff's discretion with the exception of limitations imposed by other regulatory bodies. They further approved changing signage requirements to allow informational signs to be posted at the time of application only and eliminating date restrictions for applications of non-synthetic pesticides to allow for their use throughout the year per label instructions.

The commission approved allowing staff to use synthetic pesticides only as a last resort to create a safe playing environment at the infields of North Mountain Park.

Policy Revision

Per commission approval on April 22, 2013:

The commission approved modifying the integrated pest management policy to allow for an exemption request outlined by staff: use of synthetic herbicides on north entryway medians for safety purposes.

Policy Revision

Per commission approval on April 28, 2014:

The commission approved, for the 2014 season only, allowing a Parks IPM policy exemption for staff use of non-organic herbicides in two requested areas: the pitching warm-up area and the warning tracks at North Mountain Park.

Policy Revision

Per commission approval on May 22, 2017:

The commission approved the use of synthetic wasp spray in parks as a last resort for public safety.

Approved: _____ Date: _____

Mike Gardiner, APRC Chair

Approved, as to form: _____ Date: _____

Dave Lohman, City Attorney



Integrated Pest Management Policy

Ashland Parks and Recreation Commission (APRC)

Adopted by APRC on:

May 24, 2010

Revised on:

February 28, 2011

June 27, 2011

February 27, 2012

April 22, 2013

April 28, 2014

May 22, 2017

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Policy Revision

Per commission approval on May 22, 2017:

The commission approved the use of synthetic wasp spray in parks as a last resort for public safety.

Introduction to Policy

APRC follows an Integrated Pest Management Policy adopted by the Commission in 2010.

According to Oregon Statutes (ORS 262.1), Chapter 943, an IPM is defined as follows:

“Integrated pest management means a coordinated decision-making and action process that uses the most appropriate pest control methods and strategies in an environmentally and economically sound manner to meet pest management objectives. The elements of integrated pest management include: (a) preventing pest problems; (b) monitoring for the presence of pests and pest damage; (c) establishing the density of pest population, which may be set at zero, that can be tolerated or corrected with a damage level sufficient to warrant treatment of the problem based on health, public safety, economic or aesthetic threshold; (d) treating pest problems to reduce populations below those levels established by damage thresholds using strategies that may include biological, cultural, mechanical and pesticidal control methods and that shall consider human health, ecological impact, feasibility and cost effectiveness; and (e) evaluating the effects and efficacy of pest treatments.”

The IPM process first determines if a pest needs to be managed, and if so, how best to do it. Key elements are information gathering, decision making, management action, and monitoring of results. IPM uses effective, low-risk strategies and practices. Management actions include cultural, physical, mechanical, manual, biological, and pesticidal. Licensed and trained Parks Department professionals often select a combination of methods (pesticide applications being the method of last resort) to manage specific pest populations on a case-by-case basis, with a goal of reducing reliance on pesticides. Methods employed conform to recognized standards established and endorsed by state and federal regulatory agencies, state educational institutions, and organizations such as the Western Integrated Pest Management Center.

Examples of IPM methods within APRC lands include:

- Mulching of planting beds to reduce establishment of weeds.
- Utilizing plants with natural resistance to pests.
- Volunteer use for hand weeding, trimming, mulching, and more.
- Design features to include concrete curbs, mow strips, and landscape designs.
- Proper mowing, irrigation, and fertilization of park turf to increase vigor and reduce weed populations.

- Application of selected herbicides to control invasive weeds before seed formation to prevent future weed infestations.
- Release of natural biological controls to control non-natives such as plants and insects.
- See attached list of pesticide reduction suggestions.

Integrated Pest Management Policy

APRC's Integrated Pest Management Policy is based on park planning and design, manual maintenance, ecological controls, and, as a last resort, use of chemical pesticides. APRC will work to reduce or eliminate the use of pesticides and will conduct an annual review of pest management activities, which will include written suggestions to the Parks Commission for the further reduction of pesticides and for alternatives to their use.

Pesticide Use

Any pesticide use will be part of an IPM approach. Risk will be minimized by careful product selection and application. When developing and updating the IPM program, APRC staff will rely on current peer-reviewed scientific opinion about potential materials and methods, including science-based information from regulatory agencies, state university departments, university extension scientists, and other experts.

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- Only the safest, lowest toxicity products available will be used. Pesticides use will comply with all local, state, and federal regulations. No "restricted use" pesticides will be used.
- The area will be posted 48 hours in advance of the application, with signage remaining a minimum of 48 hours following the application, depending on the re-entry time specified on the pesticide label or MSDS sheet.

Oversight and Training

- A minimum of one Parks Operations or Golf Operations employee will be trained and licensed as an Oregon Licensed Pesticide Applicator and will be designated by the department director to be responsible for overseeing and authorizing all pesticide use by Parks and Golf division staff. No pesticides will be used without a Licensed Pesticide Applicator on staff.
- No employee will use or apply any pesticide without prior training.

- No employee will use or apply any pesticide mechanically or by hand without event-specific authorization.
- All Parks Operations and Golf Division employees who apply pesticides will attend an annual review of policies, procedures, and reduction strategies regarding the use and applications of pesticides.
- All pesticides will be stored in a safe, labeled, secure environment. The Parks Superintendent and Licensed Applicator will have exclusive access to the area.
- Violation of any of these policies or guidelines by Parks Operations or Golf Division staff will be grounds for disciplinary action.

Reporting and Review

The APRC Director will oversee an annual review and will present the results to the commission. The report will include water quality test results and results from any other testing conducted; comparisons from previous years' spreadsheets showing amounts and locations of pesticide applications; and will recommend specific locations, management activities, cost, and targets for reductions or elimination of pesticides.

- The Parks Commission may consider updating the IPM policy during the fiscal year as new peer-reviewed scientific information about pesticides, including inert ingredients, becomes available and as other management choices develop.
- Written record on Form 1A will be filled out after each application (attached).
- MSDS sheets will be made available to the public.
- The elected Ashland Parks and Recreation Commission will serve as the overseeing board for this policy.

GUIDELINES

PESTICIDE SOLUTIONS AND RINSES

Following are elements to consider before beginning an application. These elements will help determine the proper amount of pesticide to mix.

- Weather conditions and predictions. Call National Weather Service at 541-779-5990.
- Acreage / square footage of the job site.
- Calendar: special events, mowing, irrigation, and so on.
- Type and size of the equipment appropriate to do the job.

When applying a pesticide, use the following procedures to reduce and safely store the rinse solution. These are secondary to label information and State and Federal regulations.

- Mix only enough pesticide solution to do the job that day.
- First add measured amount of water to tank, then put in correct amount of herbicide according to label specifications.
- Use up all pesticide, applying until the tank is empty or no more solution is coming through the nozzle.
- If pesticide mix remains, completely label the tank or sprayer with labels for the products used. Also mark the current concentration for each product, the date, and the name of the applicator.
- When resuming spray applications the next time, either use the leftover material, or add dilution water and circulate the mix thoroughly before adding new concentrate.
- If spray tank rinsate is created, store the rinsate as make-up water for the next day. The next day's pesticide should be compatible or the same. The same labeling requirements pertain to the rinsate mix.

Rinse the sprayer if the following conditions apply:

- It is necessary to use a pesticide incompatible with that previously used.
- It is the end of a spraying cycle.

Use the following rinse process:

1. Read the pesticide label. The following should not conflict with label information or State or Federal regulations. Contact your supervisor if you see a conflict or have questions.

2. Wear protective clothing, as listed on the label when handling pesticides, pesticide containers, or pesticide equipment.
3. Fill the spray equipment approximately 1/4 full with clean water. Shake or agitate so that all inside surfaces are washed. If possible, use the spray hose to rinse the inside surface of the tank. These procedures should coincide with all labels.
4. Spray the rinse water out of the spray equipment onto an approved target area. Rinse water should be run through all hoses, booms, etc. Filters should be cleaned. Because of the dilute nature of the pesticide in the rinse water, a coarse spray can be used and is recommended to save time. Do not "pond" or saturate the soil.
5. If the tank is to be stored, repeat step 3 and 4 above until the tank is clean.

PESTICIDE SAFETY

- The area will be posted 48 hours in advance of the application, with signage remaining a minimum of 48 hours following the application, depending on the re-entry time specified on the pesticide label or MSDS sheet.
- Containers will be triple-rinsed, then punctured to make sure they are not reused.
- Any spills will be cleaned up immediately and reported to a supervisor for proper handling of material.
- Personal protective equipment (PPE) will be worn according to label on product and MSDS sheets (e.g., rubber gloves, goggles, long-sleeved shirts).
- Employee will change clothes before interacting with non-work associates such as family and friends.

PESTICIDE REDUCTION OPTIONS

Volunteers – to be used for:

- Weeding
- Mulching
- Trimming

Mulch – reduce weed growth and labor costs; minimal budget impact

Labor – staff and volunteer crew to manually trim edges. Potential large budget impact if staff and volunteers manually edge and use less spray

Annuals to Perennials – better ground cover, minimal labor, minimal budget impact

Burners – burn weeds using APRC labor; possible safety issues

Ground Covers – labor to establish weeding; higher initial costs but less expensive once established

Hardscape – curbs, walks would require high initial investment but this would serve as long-term solution to problem spots; initial high budget impact

Landscape Design – less formal, non- native; lower initial cost but higher costs to maintain until plants are established

Park Branding – As part of the pesticide reduction process, a park logo will be designed to inform the public about pesticide-free areas. Communication will occur through the City of Ashland website and classes will be offered to share information and ideas with the public.

Equipment Use Where Possible – higher cost to purchase; efficient use of labor; able to treat large areas

Lawn Height – help shade weeds

Irrigation Changes – initial cost of labor and materials; long-term solution; more maintenance required for smaller heads

Goats – problem with containment in terms of what is eaten (both desired and non-desired species consumed)

Forestry Areas – 99% spray free since 1992; manually controlled

SPECIAL SITUATIONS

RESTRICTED AREAS

- No applying pesticides within or 50 feet from a playground, community garden, wetland, stream, or picnic tables.
- No spraying in all parks from Memorial Day to Labor Day.
- No general treatment of broadleaf weeds in turf areas in parks.
- No treatments inside Dog Park area. If applications are needed, the area will be closed to dogs and users until re-entry is permitted (as outlined in chemical use guidelines). Advance notice shall be given to the users about the closure of the Dog Park.
- Any other park area designated as pesticide free.
- Spraying for hornets and wasps in all areas (for visitor safety) exempted.
- If an emergency situation arises and pesticides are needed, the Parks Commission can grant an exception to the policy.

GOLF COURSE

- The golf course will occasionally require use of higher toxicity products to keep the quality of the greens and tees playable. If toxicity is higher than table salt (LD 50 = 2,500), the course will be posted at the clubhouse and at the first green or tee that is treated.
- The Golf Division will follow the same guidelines established for the Parks Division.
- MSDS sheets will be posted in golf course club house.
- Greens #4, 6, 7 and tee boxes #4, 5, 7 will be exempted from the 50-foot setback from water.

PESTICIDE APPLICATIONS BY NON-APRC EMPLOYEES

In special circumstances, when a certain area needs to be addressed in a specific fashion, pesticide applications by non-APRC staff will be approved:

Employees of commercial pesticide operator companies:

Employees of commercial pesticide operator companies possessing valid state pesticide applicator licenses will be considered for approval to apply pesticides to Parks Department property.

- The licensing variance must be specifically approved by the Parks Department's Licensed Applicators.
- The work must occur under the direction of a contractor-supplied, fully licensed supervisor.
- Before approval, there must be evidence that all trained and licensed applicators have sufficient previous pesticide application experience and a safety record to satisfy APRC's approval process. Acceptable application experience may vary, but will be of sufficient assurance to APRC of employee competence and knowledge of safe work practices. Three to five months is a likely minimum experience interval for approval. Inexperienced trainee licensed applicators will not be allowed to apply pesticides to park land.

Contractors must satisfy all of the standard applicable city contractual language pertaining to pesticide applications. These subjects may include safety precautions, liability issues, and other responsibilities. These issues are dealt with in the contract language agreed to before the project commences by both city representatives and the contractor.

The performance record of contracting businesses applying pesticides to APRC lands shall also be regularly reviewed by APRC. This review shall include an examination of past work and safety performance.

Employees of the county vector and nuisance control agency:

APRC understands that there may be situations where the county vector and nuisance control agency has the need to apply pesticides to city property as part of their mandate to further public health goals. Communications from this agency stating their need for pesticide use for these purposes on park land will be responded to by the Licensed Applicator in a timely manner. Licensed public health endorsed applicators will be considered for approval to apply pesticides to APRC property. APRC and the county will work together to arrive at mutual agreements for activities that address public health goals and good environmental stewardship.

City of Ashland
ASHLAND PARKS AND RECREATION COMMISSION
1195 E. Main Street, Ashland, OR 97520

Pesticide Application Record (PAR)
(to be kept for 3 years)

Applicator: _____ Date of Application: _____

Time of Application: _____ Hour(s) Spent Applying Pesticides (X.XX): _____

Name of Park or Property: ENTER ONE CODE per Application Record: _____

Area Treated: CIRCLE ONE OR MORE below and/or fill in the blank:

TW- **treewells** FL-**fencelines** CR-**Cracks** BL-**bleachers** SH-**Shrub beds**
P-**Ponds** DU-**Dugouts** BF-**Baseball fields** R-**Roses** W-**Wasps/Hornets**
A-**Annuals** P-**Paths/Trails** TC-**Tennis Courts** SB-**Sloped Banks**

Other: _____

Chemical: ENTER ONE CODE FROM the APPROVED PESTICIDE LIST: _____

Other: _____

Mixing Ratio: Liquids: _____ **Tablespoons per gallon** OR _____ **ounces per gallon**
Granular: _____ **per** _____ **square feet of coverage**

Supplier: _____ EPA Registration No. _____

Target Species (**be specific**) ENTER CODE(S) FROM SPECIES LIST and/or fill in blank.

CODE(S):: _____

Other: _____

Equipment Used: CIRCLE ONE (below) or fill in the blank:

BP-**Backpack** SQ-**Squeeze Bottle** HA-**Handheld** **Other:** _____

Weather Conditions: temperature: _____ wind conditions: _____

precipitation: _____ comments: _____

Total amount of product applied (Tbsp. or ounces): _____

Comments: _____



Bee City USA Ashland Status Report **May 2018**



- National program begun in 2012
- “The Bee City USA program endorses a set of commitments, defined in a resolution, for creating sustainable habitats for pollinators, which are vital to feeding the planet.”
- Currently 67 Bee City USA affiliates (Ashland is # 5)
- BCU Ashland goals:
 - Create pollinator friendly landscapes
 - Educate public about pollinators and their conservation
- Current members: Kristina Lefever, chair; Nancy Appling, vice chair; Shari Shattuck, at large; Albert Pepe, at large; Joel Heller, Parks Commissioner
- Visit www.ashland.or.us/BeeCity for pollinator information, annual reports, and more



Table at Tuesday Growers Market

Approved Pollinator Garden Program

- Announced: 2016
- 38 approved gardens
 - 10 Ashland Garden Club members, 7 non-residential
- 2nd Annual Pollinator Garden Tour Sunday, July 15, 9a - 1p
- 16 gardens, self-guided tour

You are invited!



The Grove Pollinator Garden

- Thank you, Ashland Parks Foundation, for your contribution for plants!



- Thank you, APRC staff, for your assistance!

Installed November 2017