

**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**  
**June 26, 2017**  
**Council Chambers, 1175 E. Main Street**

**7:00 p.m.**

- I. CALL TO ORDER
- II. APPROVAL or ACKNOWLEDGEMENT OF MINUTES
  - a. Special Meeting—May 3, 2017
  - b. Study Session—May 15, 2017
  - c. Regular Meeting—May 22, 2017
  - d. Trail Master Plan Update Committee Meeting—June 2, 2017
- III. PUBLIC PARTICIPATION
  - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
  - a. Save Our Schools and Playgrounds Discussion (Action)
  - b. Amendments to City's Ethics Code (Information)
  - c. RVTV Contract Renewal for 17-19 (Action)
  - d. Lithia Park Master Plan RFP Update (Information)
  - e. Budget Wrap-up (Information)
- VII. SUBCOMMITTEE AND STAFF REPORTS
  - a. ACP / Applegate Trail Marker Ribbon-Cutting Ceremony Report
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
  - a. Study Session—July 17, 2017
    - The Grove, 1195 E. Main—5:30 p.m.
  - b. Regular Meeting—July 24, 2017
    - Council Chambers, 1175 E. Main Street—7:00 p.m.
- X. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number (800) 735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I). Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland's website at [www.ashland.or.us](http://www.ashland.or.us).

City of Ashland  
PARKS AND RECREATION COMMISSION  
SPECIAL MEETING  
MINUTES  
May 3, 2017

**ATTENDANCE**

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

**Others Present:** SOLC Stewardship Director Mergenthaler; SOLC board members Keith Emerson and Kevin Talbert

**Absent:** Commissioner Miller; City Council Liaison-Mayor Stromberg

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 4:03 p.m. at The Grove, 1195 E. Main Street in Ashland.

SOLC Stewardship Director Kristi Mergenthaler spoke about conservation values of the 829-acre property located across I-5 at the base of Grizzly Peak.

**PUBLIC PARTICIPATION**

**James Stephens**, 640 Oak Street in Ashland, spoke about his involvement with several local groups including the Ashland Climate and Energy Action Plan, Ashland Citizens for Transit and the 10 by 20 Ordinance (creating 10% of local electricity from sustainable energy sources over 20 years). He said he hoped to see the Imperatrice Property conserved for future uses.

**TRAVEL TO IMPERATRICE PROPERTY; TOUR THE PROPERTY WITH SOUTHERN OREGON LAND CONSERVANCY (SOLC)**

After carpooling and arriving at 4:22 p.m., Mergenthaler guided the group as they walked up to the ditch and then along the ridgeline. It was stated that Public Works plans to use 63 acres of the land and APRC will control a portion of remaining land based on reasonable subtractions for other City uses. Mergenthaler said the property is a wildlife corridor, full of native flowers and pollinator habitats. She spoke about specific plants and said the property is largely intact as it was minimally plowed over the years and converted to pasture grasses. She said some landowners around the property reported occasional concerns about trespassing. It was pointed out that the acreage is known to be visited by elk and deer.

Discussion continued in terms of the City's Comprehensive Plan in which the land is described as an irreplaceable viewshed for Ashland residents. Heller asked about the potential value of the land for mountain bike trails. Black said the mountain biking community was approached but expressed little to no interest in building mountain bike trails there. Discussion followed about the importance of pedestrian trails for public access on the land and as an eventual access point to Grizzly Peak. Landt spoke about the value of the property in terms of viewshed and environmental preservation.

With regard to next steps, Black said staff was currently in discussions with City Administration and awaiting the results of a biology study. Mergenthaler asked if the project would be pending much longer; Black stated that all involved City entities needed to come together to talk about and decide upon a common, unified goal. He said staff was working on coordinating that future interaction.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Susan Dyssegard, Executive Assistant  
Ashland Parks and Recreation Commission

City of Ashland  
PARKS AND RECREATION COMMISSION  
STUDY SESSION  
Minutes  
May 15, 2017

**ATTENDEES**

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

**Absent:** City Council Liaison-Mayor Stromberg

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 5:30 p.m. at The Grove, 1195 E. Main.

**PUBLIC INPUT**

There was none.

**BEAR CREEK GREENWAY UPDATE (INFORMATION)**

Black said his earlier memo dated May 10, 2017, indicated that Ashland City Council would not be constructing a vehicular bridge crossing Bear Creek at Nevada Street. Black corrected the record, stating that it was the Transportation Commission that opted not to recommend the bridge to the City Council. Because of that distinction, the matter could be opened for reconsideration. Black explained that the Ashland Public Works Director would approach RVACT (Rogue Valley Area Commission on Transportation) asking for a pedestrian bridge for Nevada Street as an alternative to a vehicular bridge.

Black said the Bear Creek Greenway Foundation had a goal to extend the Greenway from the Dog Park to North Mountain Park and beyond. He reported that there were a number of options for expansion, including a trail from the Dog Park through the Verde Village development to Nevada Street. This leg of the route would be established at the developer's expense. Once the trail reaches Nevada Street the trail would continue via sidewalks or bike lanes, crossing Bear Creek to Kestrel Park. The trail would proceed along the north side of the creek to North Mountain Park. Black stated that this on-road option was not preferred by the Greenway Foundation.

Black noted a preference for an alternative route (the **green route**) that would provide pedestrian and bicycle connectivity for Ashland's residents and visitors. This too would begin at the Dog Park and end at North Mountain Park. The trail proceeds to Nevada Street and continues south on Oak Street to Sleepy Hollow, with a final leg east by southeast to property number 28 – the Mace property. Black explained that the trail would continue in the flood plain to the Riverwalk property (owned by APRC) to North Mountain Park without crossing Bear Creek. He noted that residents living along Oak Street would be able to connect more quickly to North Mountain Ave, instead of traveling the longer route via Hersey Street. Black also noted that by creating a pedestrian route, the need for additional parking at North Mountain Park would be minimized, encouraging alternative types of transportation such as biking or walking.

In response to a question by Landt about connectivity with the Mace property, Black stated that the trail could conceivably become a sort of Riverwalk type of extension.

Black discussed the **blue route** depicted from the Dog Park to West Nevada Street, continuing alongside private properties on the southwest side of the creek. The challenge would be access along seven private properties until

the Mace property was reached. Establishing easements would take time, if property owners were willing to grant the easements.

The **orange route** begins at the Wastewater Treatment Plant road (WWTP) following one of two options. The trail would follow the WWTP road east to Bear Creek, crossing the creek at the Maclaren property (#6). This trail would follow the creek on the northeast side of the creek through properties 5, 7, and 13 to Kestrel Park. This assumed that easements for those properties could be secured. Continuing south, the trail would traverse through properties 27, 30, and 32.

There followed a brief discussion about the potential for easements through properties 5 and 7. Obtaining the easements seemed likely, but building a trail could be problematic because much of the area is in the floodway. Discussion focused on various solutions for building a trail that could be subject to periodic flooding. Modifications to the channel would require FEMA (Federal Emergency Management Agency) oversight. Keeping the trail in place during flooding would be challenging and maintenance would be expensive. Black stated that he was familiar with building in a floodway; while it can be done with the proper engineering and materials, it is not a best practice.

If the trail continued south, and trail issues on properties 5 and 7 were solved, then property 13 would be the next hurdle to overcome. The property owner there had indicated a lack of interest in granting permission for a trail. Continuing on from Kestrel Park, properties 27, 30 and 32 were slated for development, providing an opportunity for a trail along Bear Creek. Building a trail in that area would be difficult as well because the area is marshy and not easily navigable. In addition, the trail would end on North Mountain Ave, where it would cross Bear Creek to reach North Mountain Park.

Black stated that there were a number of viable options. While each route posed challenges, in his opinion, no option should be ruled out. The green and purple routes could provide alternative transportation routes without traveling along the highway or crossing at Hersey Street.

#### Commissioner Discussion

Gardiner expressed concern about properties 5 and 7 because of the propensity for flooding – or incurring heavy maintenance costs. He stated that the Greenway Foundation would not be interested in pursuing such areas. He indicated that it was possible to obtain an agreement with the Foundation to use the route along Nevada Street as a temporary option – citing a precedent along Pine Street in Central Point that was once used until a safer alternative was possible.

Landt advocated for a bridge at Nevada Street, noting that it is already heavily used and it would provide connectivity to Ashland's downtown.

Heller noted that cyclists would prefer that option to traveling along Oak Street. He stated that the property owner of parcel 13 might be more amenable to granting an easement if approached again. Heller encouraged further discussion of the possibilities – noting that floodplain issues might be solved by moving the trail a few feet here or there. He volunteered to talk with the property owner again in an effort to secure an easement for that area.

Lewis stated that the green route could be the key for development.

Further discussion focused on the costs of a pedestrian bridge, ways to approach private property owners, and other hurdles inherent in each of the options.

Black stated that the Greenway Foundation, Ashland Public Works and APRC had agreed to set money aside to hire a consultant to review the options, identify the priorities and assess the issues. The consultant would address a pedestrian bridge – where it should be located and why.

Landt suggested that the consultant review the options in an effort to discover the most cost effective location for a bridge that would support APRC and Greenway goals efficiently. Gardiner commented that primary focus should be to uncover a location that would best meet APRC needs.

Landt replied that in his opinion, there were only two places where a bridge would be warranted – either on property 6 or at Nevada Street. Black stated that the consultant should consider all alternatives.

In response to a question by Landt, Gardiner stated that the options for property 6 were apparent – one option depicts the trail going through the property, with the other option going around the property. He noted that the analysis would facilitate the Greenway's goal for expansion and assist with identifying funding sources. The consultant's documentation would outline a concept plan for the trail - a necessity for obtaining funding from grants.

Landt asked about the norms for trails that go beyond the City's boundaries. Black replied that Ashland worked with others for trail connectivity outside the City. However, the portion of the Greenway trail that APRC would concentrate on would be from the Dog Park to North Mountain Park.

Landt suggested that APRC focus on the green and purple options for the short term – noting that other options could be years in the making. Black agreed, stating that APRC should move forward on all fronts as they become available, not wait for the studies to be done.

Gardiner stated that the possibility of retaining funding meant for a vehicular bridge to build a pedestrian bridge was unlikely. Lewis added that no one option was ideal; however, in his opinion, all opportunities should be explored.

Landt indicated that his preferred option would be the orange route from the WWTP Road.

The Commissioners continued to debate the possibilities. Landt proposed supporting the Greenway while moving forward from the terminus of the Greenway to North Mountain Park with the option that works best for APRC. Lewis noted that the green option would come to fruition sooner than the orange route. He highlighted the data collected by APRC to date, suggesting that there was enough data to make a recommendation.

McFarland advised a more conservative approach – stressing the value in combining APRC information with the consultant's. He cited an engineering study previously done from Nevada Street to North Mountain Park. At that time, a scenario was prepared that considered the floodplain and drainage area where it converges with Bear Creek. McFarland stated that two options for bridges were identified at that time.

Lewis noted that the Kitchen Creek area had yet to be discussed and examined for possibilities there. McFarland noted that there was a utility option throughout the Bear Creek area set back a little further than a proposed trail would go.

Black noted that the consultant would evaluate the options with the idea of adding to the TSP (Transportation Master Plan). Once adopted into the TSP, opportunities would become available for funding trails that provide connectivity and developing alternative routes for transportation.

Gardiner noted that the Greenway Foundation's plan to connect with Ashland's trails would benefit Ashland citizens. Once North Mountain Park was reached, the Foundation would focus on continuing the trail through to Emigrant Lake – a process that could take many years. In the meantime, Ashland, with assistance from the Greenway Foundation, could focus on the southern portion of the Greenway that would traverse through the City.

### **WASP SPRAY DISCUSSION (INFORMATION)**

Black stated that there had been some concerns regarding the use of a synthetic wasp spray during the yearly update for the IPM (Integrated Pest Management) report. He asked that staff research the issue.

McFarland relayed that APRC's pesticide/herbicide expert, Rob Parks, researched alternatives to using the synthetic spray currently used by APRC. He reported that the spray used to combat yellow jackets and various types of wasps was called Sprayon Blast Em. While not organic, the primary ingredient was pyrethroid – a chemical that is less harmful than neonicotinoids. The compound is similar to a chemical found in marigolds (a natural repellent). McFarland commented that APRC had yet to find an alternative that would function effectively when wasp spray was needed.

#### Commissioner Discussion

Lewis noted that there were different types of repellents – a version that works on the nervous system of the insect and another that is less harmful. He expressed a concern about the amount of wasp spray used at the Golf Course and the ball fields.

McFarland noted that 95% of the time, the issue was yellow jackets, but that bald-faced hornets were also a danger not only at the Golf Course and ball fields but also on woodland trails. He stated that hornets and other wasps were particularly aggressive and dangerous.

McFarland detailed other methods used to eradicate wasps. He stated that early in the morning, when bees are still in their hives, APRC crews remove them and place them in a tarp for disposal. Fine screens are sometimes used to stop in-ground bees. Pheromone traps are used at times to attract yellow jackets. McFarland stated that staff were advocating for continued use of Sprayon Blast Em to ensure the safety of APRC visitors, residents and crews.

Landt acknowledged that while there are times when chemical spray must be used, additional steps can be taken as well. He recommended the use of pheromones in the spring as an effort to capture the queens. Landt stated that in-ground bees could be doused with soapy water if hives were contained. Another option might be to place a glass jar over the opening to prevent bees from leaving the hive.

Landt stated that use of synthetic spray should be added to the IPM Policy by amendment. He emphasized that use of the spray should be a last resort and listed as an exception in the Policy.

### **STAFF UPDATES**

- ***Meeting with Budget Committee***

Black reported that APRC's 2017-19 budget had been tentatively approved by the Budget Committee. He highlighted positive comments about the Oak Knoll Golf Course, stating that people were pleased with the improvements.

Gardiner stated that there seemed to be a question about the proposed Daniel Meyer Pool expansion. Black explained that the fundamental processes for large projects were basically similar and he was confident that APRC

was engaged properly in the process. Landt reported that Black had replied to Budget Committee concerns and that his answers were validated.

Black stated that he brought the pool project up for discussion with the Budget Committee because it would be APRC's largest project for the biennium. He said he was looking forward to justifying the APRC budget so that Ashland's citizens could see the value of APRC's programs and services to the community.

Black reviewed changes to the budget regarding staffing. APRC's FTE was stated as 37.25, when in fact it was 40.05 if unfunded positions were added.

- ***Garfield Park Project***

Black reported that Garfield Park improvements were close to completion. The Splash Pad company would be on site to train APRC personnel on use of the system before the scheduled opening on the Friday before Memorial Day.

There followed a discussion about sand for the volleyball court and minor finishing details not yet completed. Black noted that some of the concrete pathways proved to be redundant and were not installed. He said a second wall would be installed around the Splash Pad to both minimize the change in grade and add seating. Drainage pipes along the basketball court would be placed under concrete.

In response to questions from the Commissioners, Black indicated that the new wall would add \$16,000 to the cost of the project. He explained that the contingency fund for the project had been used for lights and trash cans not accounted for. He noted that the entire project was 3.03% over budget. Black noted that the additional wall would fit in aesthetically and increase functionality.

- ***Annual World Music Festival***

Dyssegard announced that the second annual Ashland World Music Festival would be held on Saturday May 20, 2017. The Festival would feature entertainers, family-friendly music and dance.

- ***Cost Recovery***

Landt stated that cost recovery for the Golf Course had led him to realize that capital improvement costs impact the cost recovery data. He noted that the long-term expenses for infrastructure and programs are not factored in and that it would be helpful if the Commissioners could consider the direct costs as well as the capital costs when making decisions that might affect programs and infrastructure in the future.

Black agreed, stating that master planning would greatly assist APRC. He used the Golf Course as an example – stating that what is known – such as irrigation and building issues – does not necessarily take into account future needs. The Master Plan process looks at the long term. He noted that the upcoming Master Plan for Lithia Park would look at maintenance needs for the future – with a recommendation as to what the priorities should be. Lewis added that a timeline of work that needs to be done would be helpful as well.

Landt stressed the importance of understanding the full extent of the long-term ramifications of capital projects and programs. He stated that care must be taken not to undertake programs or projects that could stretch beyond available funding. He noted that the Ashland's 20,000 residents provide APRC with a limited base to work within. Landt highlighted the need to look at APRC as a whole – including land acquisitions and programs – that are outside of our basic range of services.

- *Article for the Daily Tidings*

Heller reported plans to write his Tidings article based upon his viewpoint as an APCR “newbie” Commissioner. He asked for permission to discuss the Greenway extension in that context. Black replied that information discussed in public meetings is appropriate for comment.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:10 p.m.  
Respectfully submitted,

Betsy Manuel, Assistant

*These Minutes are not a verbatim record. The narrative has been summarized to reflect the discussions made. Ashland Parks and Recreation Commission Study Sessions, Special Meetings and Regular Meetings are digitally recorded and available upon request.*

City of Ashland  
PARKS AND RECREATION COMMISSION  
Regular Meeting  
Minutes  
May 22, 2017

**Present:** Commissioners Gardiner, Heller, Landt, Lewis; Miller; Director Black; Recreation Superintendent Dials; Interim Parks Superintendent McFarland; 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. in Council Chambers, 1175 E. Main Street.

**APPROVAL OF MINUTES**

Regular Meeting – April 24, 2017

**Motion:** Heller moved to approve the Minutes for April 24, 2017. Landt seconded.

The vote was all yes with Miller abstaining.

Joint Meeting with Council – May 1, 2017

Landt called for comments regarding the Joint Meeting.

Black noted that there was a comment in the Minutes interring that APRC was to purchase a portion of the Imperatrice Property land from the City; however, the discussion did not include a commitment to purchase the land. Black characterized the conversation as more of a discussion about the process if the City were to require APRC to pay back the funding source that purchased the land. The acquisition was funded through Ashland's Wastewater Treatment Plant fund. Black stated that the Minutes would be amended to reflect that change.

**Motion:** Landt moved to approve the Minutes of May 1, 2017, with the caveat that the Director would make the changes that he described at a later time. Lewis seconded.

The vote was all yes with Miller abstaining

**ACKNOWLEDGMENT OF MINUTES**

Gardiner noted that the Subcommittee and Committee Minutes were approved by the appropriate body, with Commissioners acknowledging such Minutes as information only. They were as follows:

Senior Program Subcommittee Meeting March 28, 2017

Senior Program Subcommittee Meeting April 19, 2017

Trail Master Plan Update Committee Meeting April 21, 2017

Trail Master Plan Update Committee Meeting May 5, 2017

The previously approved Minutes were acknowledged by the Commission.

## PUBLIC PARTICIPATION

- *Open Forum*

**Mellissa Mitchell-Hooge** of 271 High Street in Ashland was called forward.

Mitchell-Hooge thanked the Commissioners for their time and consideration. She quickly reviewed background information about past efforts made to convert the playgrounds and playing fields of Briscoe and Lincoln Elementary schools into City parks. The work began in 2004 and was completed in 2007. It was thought to have been a permanent agreement between the City of Ashland, Ashland Parks and Recreation Commission and the Ashland School District. The agreement expired in 2012 and efforts were currently underway by Save our Schools and Playgrounds to achieve a more permanent solution.

Mitchell-Hooge noted that after consideration of APRC's top twenty strategic goals for 2017-2019, it was apparent that converting the two school playgrounds into dedicated neighborhood parks could be addressed under Goal #2: *Update Trails and Open Space Comprehensive (Comp.) Plan*. Mitchell-Hooge explained that the school playgrounds met five criteria listed in the Comp. Plan as follows:

- Neighborhood parks within a quarter mile
- Sufficient land for "athletic" fields
- Active athletic fields
- Neighborhood parks
- Open space

Mitchell-Hooge stated that residents were asking that APRC preserve and protect these lands under their mandate described in the Comp. Plan. She stated that adopting the lands as dedicated parks would protect the lands from other types of development. She conveyed a sense of urgency, suggesting that it was time to bring the City, APRC and the Ashland School District together to resolve the issue.

**Tucker Teusch** of 285 High Street in Ashland was called forward.

Teusch talked about his personal history in Ashland and his conviction that Ashland should be actively working to meet the needs of young families. He stated that in his opinion, allowing development of Ashland's open spaces could create a less healthy environment for families in future years.

**Samae Shlebowski** of 399 Beach Street in Ashland was called forward.

Shlebowski relayed support for a lifestyle that fosters children's play – stating that children should play outdoors every day. She said she and her family moved to Ashland because of the emphasis on parks and open spaces. She asked APRC to preserve the Briscoe and Lincoln open spaces for the children of Ashland.

**Wayne Rolle** of 311 High Street in Ashland was called forward.

Rolle stated that Save our Schools and Playgrounds was focused on supporting APRC in an effort to secure Briscoe and Lincoln as public parkland. He noted members of the group would be pleased to assist APRC in this effort, including involvement in negotiations to acquire the properties, acting as a liaison between the City Council, the School District and APRC and in raising funds for the acquisition if needed.

Rolle highlighted a meeting sponsored by the Ashland School District that provided a platform for establishing next steps for preserving the schools as public spaces. He invited the APRC Director and Parks Commissioners to attend a second meeting and engage in discussions regarding this issue.

**Noel Chatroux** of 75 Hersey Street, Ashland was called forward.

Chatroux described the value of Briscoe's playground and playing field, noting that not only did the grounds provide space for families to play and gain athletic skills, it also facilitated connectivity between neighbors. He stated that Briscoe school and grounds were a valuable resource, acting as a lively neighborhood community center.

Chatroux highlighted his appreciation for Melissa Mitchell-Hooge who was leading the volunteer effort to find a permanent solution for preserving the playgrounds and playing fields. He stressed the importance of outside time for healthy growth, by sharing a statistic that indicated that adults in jail spend more time outside than the average American child.

**Beverly Thurston** of 103 Laurel Street in Ashland was called forward.

Thurston noted that she was one of the group that pioneered the original agreement between the Ashland School District and APRC. She indicated that the acquisition of Briscoe and Lincoln school playgrounds and playing fields would help APRC meet the mandate for a neighborhood park every quarter mile, emphasizing that the grounds were the only available open space in the north side of town that would meet that goal.

Thurston relayed a concern regarding liability issues associated with the Briscoe School building. She stated that changing the use for the building – such as converting the building to a community center – could keep the building safe and secure. She suggested ways to acquire the property such as leasing to own, and she volunteered support from the Save Our Schools and Playgrounds group, highlighting the diversity of skill sets represented by members.

Gardiner explained that a discussion regarding Briscoe and Lincoln would be addressed in a public meeting held by APRC at a later date. He stated that the Commissioners were interested in the matter. He reminded the group that all of the entities involved were a part of Ashland's constituency as was each Commissioner.

Landt proposed that a discussion of the properties be listed as an agenda item at the next regularly scheduled business meeting. He advocated for using the time to craft a statement of position by APRC. Lewis agreed, stating that he had thought about this issue and would appreciate further dialogue with the Commissioners.

#### **ADDITIONS OR DELETIONS TO THE AGENDA**

There were none

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#### **UNFINISHED BUSINESS**

There was none.

#### **NEW BUSINESS**

##### ***a. Bike Polo Special Event Discussion (Action)***

**Eric Michener** of 492 Willow Street, Ashland was called forward.

Dials introduced Michener, who would be presenting an application for a second annual Jefferson Joust scheduled for September 2<sup>nd</sup> and 3<sup>rd</sup> of 2017. She stated that organizers would like to use two of the courts at Hunter Park (numbers five and six) from September 1, 2017, through September 4, 2017. The extra day before and after the event would be used for setting up for the event and taking down and cleaning up after the event. This year the plan was to hold the games on court #5, with court six # used for equipment, registering teams and on/off court access. Dials reported that the Joust was asking for megaphone and music amplification during the event and requested permission to provide food truck sales from 11:00 a.m. to 2:00 p.m. She noted that Michener would be happy to answer any questions that the Commissioners might have.

Michener reported that last year's event was successful and without issue. He noted that the City Council had received (unsolicited) comments praising the group's clean-up efforts. There were no noise complaints nor injuries. Dials added that the seasonal Park Patrol monitored the event and were happy to report that the event proceeded without incident. Michener stated that the group would work hard to repeat those stellar results at the next Joust.

#### Discussion among Commissioners

Heller stated that he was playing tennis nearby when the event was held, and had initial concerns about damage to the tennis courts. He noted that he had since noted little damage. Michener replied that the group wanted the court to be smooth and even, same as the tennis players. Although bikes do crash, he said organizers do what they can to minimize damage by requiring bike bolts and bars to be capped. In reply to a question by Heller, he stated that tennis nets are taken down and the holes are plugged during play.

Lewis indicated support for the sport. He noted that there were occasional exceptions to APRC rules when warranted.

Landt inquired about the actual hours of play. Michener replied that the hours of play were 9:00 a.m. to 10:00 p.m. He explained that the hours varied somewhat, with Sunday a shorter day because of double elimination games. Landt called for a start time and end time for amplification.

**Motion:** Landt moved to approve the Jefferson Joust planned for September 2<sup>nd</sup> and 3<sup>rd</sup> with set up and take down on the 1<sup>st</sup> and 4<sup>th</sup> of September – with allowances for food truck sales from 11:00 a.m. to 2:00 p.m. and amplification from 10:00 a.m. to 6:00 p.m. Lewis seconded.

#### Discussion

Gardiner inquired about equipment advances such as the use of plastic pedals. Michener replied that people are encouraged to use such gear but the supply was limited and difficult to find.

Lewis asked about the regular polo season – noting that bike polo is played on a Hunter Park tennis court each week. Michener reiterated that the game is played every Monday night from 5:00 to 10:00 p.m. Lewis commented that any extensive damage should be apparent over the course of the year and that it was probable that little damage occurred.

Landt noted that tennis players had objected to the proposed event the prior year because of concerns about the condition of the court surfaces. He asked about complaints regarding damage to the surface. Dials relayed that there were no specific complaints, only occasional concern about the overall condition of the Hunter Park tennis courts. Black stated that there were a significant number of complaints about bike polo during the trial period, because of fears that there would be substantial damage to the courts. He confirmed the lack of complaints, stated that the tennis players had decided not to continue with complaints or there was little impact from bike polo.

**Motion:** Landt moved to approve the Jefferson Joust planned for September 2<sup>nd</sup> and 3<sup>rd</sup>, 2017, with set up and take down on the 1<sup>st</sup> and 4<sup>th</sup> of September – allowing for food truck sales from 11:00 a.m. to 2:00 p.m. and amplification from 10:00 a.m. to 6:00 p.m. Lewis seconded.

*The vote was all yes.*

#### ***b. Wasp Spray in Parks: APRC IPM Policy Exemption Request (Action)***

McFarland referred to the previously detailed discussion about the use of wasp spray during the May Study Session. Several methods commonly used by APRC staff were scrutinized. McFarland emphasized the dedication of APRC staff in adherence to the IPM approach.

McFarland reviewed customary methodology that includes pheromone traps in the spring, the use of fine screens and hive removal where possible. New protocols would include jar traps and the use of soapy water when appropriate situations arise. He noted the existence of non-synthetic alternatives, and the continued research of staff into their efficacy. With no viable alternative yet on the market, staff recommended an exemption for the use of synthetic wasp spray in areas where public safety is threatened. McFarland stressed that the wasp spray used contained no noenicitinoids.

**Motion:** Landt moved to approve the use of synthetic wasp spray in parks as a last resort for public safety. Lewis seconded.

The vote was all yes.

***c. COLA (Action)***

Black noted that APRC cost-of-living adjustments were based upon the Consumer Price Index West (CPI) for a rolling year – from March to March. In 2016 the CPI for the Western Region was 1.5% for that period of time. For the 2017 rolling year the CPI came in at 3.1%. Black asked that the Commissioners adopt a budget that included the 3.1% increase. He stated that the rise in wages would be effective July 1, 2017, for all employees with the exception of three exempt personnel.

Discussion among Commissioners

Landt asked about the anticipated percentages assigned to the budget and how the percentages were adjusted from year to year. Black explained that the anticipated rate was 2% for the next two years – 2018 and 2019. He noted that the anticipated rates were taken into account when managing the budget process and that there were a number of ways to adjust for unanticipated increases. Two ways to save money would be to leave open employee positions unfilled or adjust employees from full-time to part-time. Black noted that 2% was typically used as a budget balancer, unless there was a specific contract that dictated otherwise. He expressed confidence in absorbing enough funding to meet the 2% obligations for both years of the biennium.

Black stated that if there was a shortfall, he would recommend that the Commissioners review the guidelines. Lewis agreed, stating that if APRC's rate did not agree with the City's rate, the guidelines should be reviewed and a possible change discussed.

Gardiner asked about budgeting with higher margins rather than using lower projections. Black replied that it had to do with personnel negotiations and expectations as well as other factors. If an employment contract was specific, then the amount budgeted was precise. If not, then a minimum CPI was budgeted. He noted that APRC had not yet adjusted for the high end of 5%.

Landt acknowledged the difficulties when projecting the CPI. He indicated that a closer look might be necessary during the budget cycle. He noted fiduciary advantages of the CPI when low rates of inflation were prevalent. He also highlighted the City's take on rates when inflation was low and how that could cause a disparity in rates if artificially adjusted. He advocated for further thought about the effects of inflation on wages and how to best achieve equitable increases and fair wages.

Lewis noted that the twenty-four-month budget was relatively new and somewhat problematic. He contrasted a negotiated wage increase with a COLA increase, noting that unions approached wage negotiations differently. Lewis suggested that because the two processes were different, APRC had the option of adjusting the guidelines. He recommended using the CPI as intended for this budget cycle with a future discussion about the impact of adjustments.

Heller asked about the COLA adopted two years prior. He stated that the CPI was 1.4% but employees received 2%. Black replied that staff presented some data that implied that the proposed increase was out of step with the increase provided to City of Ashland employees. The Commissioners then decided to use a 1.5% CPI with an adjustment of .5.

**Motion:** Landt moved to approve a 3.1% COLA increase for all APRC staff. Miller seconded.

The vote was all yes.

## **SUBCOMMITTEE AND STAFF REPORTS**

- ***Ashland World Music Festival Update***

Dials reported on the Ashland World Music Festival held on May 20 in Lithia Park. She highlighted the work of the Festival Committee that included staff members Lonny Flora, Lori Ainsworth and Dorinda Cottle as well as Committee member John Williams and the Rogue World Ensemble.

Dials reported that the Festival was successful in every way despite losing power halfway through the event. She complimented staff on their quick action in finding a generator and rectifying the situation.

Dials said approximately 600 and 800 people attended and food vendors were kept busy.

- ***Garfield Park***

Black announced that the Garfield Park Splash Pad would be open by Friday, May 26. The new and improved basketball court and volleyball court would also be open in time for the Memorial Day weekend.

Heller asked about an early opening of the water feature in future years, weather permitting. Black stated that the new system should be better able to respond to an early opening and Commissioners would be able to decide to relax the deadline for opening on a case-by-case basis.

Heller inquired about construction fencing. Black indicated that there would be fenced areas, including a long, narrow area separating the Splash Pad from the grounds. He said this area would be blocked until a barrier could be set in place.

There followed a brief conversation about specific areas of the park and whether they were open to the public or blocked. Black noted that treatment of the unfinished parts of Garfield Park were similar to those when Ashland Creek Park opened. People were accommodating and patient as the project moved toward completion.

- ***Senior Center Subcommittee***

Black reported that the Senior Center Subcommittee recently brainstormed about ideas for revenue generation along with ideas for increased activities and increased participation at the Center. He intimated that it was a productive meeting and recommendations would be available for Commissioner review before long. In response to a question by Heller, he indicated that the recommendations would be vetted by the Senior Program Subcommittee prior to coming before the Commissioners.

- ***Trails and Open Space Update Committee***

Gardiner stated that the Committee was meeting every two weeks and making good progress.

- **SOLC Award**

Black announced that Interim Parks Superintendent Jeff McFarland would be honored for his career-long contribution to conservation at Southern Oregon Land Conservancy's annual award ceremony. Black praised McFarland for his thirty years of work within Ashland's parks and trails and noted his tremendous contributions.

The SOLC annual meeting and member picnic would be held on Saturday, June 3, 2017, at the Rogue River Preserve. Retiring SOLC Executive Director Diane Garcia would also be receiving an award.

### **ITEMS FROM COMMISSIONERS**

Gardiner said Lithia Park nature walks began in May. He said this was the 29<sup>th</sup> year in which the volunteer-guided walks were offered. The program ran from 10:00 to approximately 11:30 on Sundays, Wednesdays and Fridays from early May to the end of September, with Saturday walks offered in the months of July and August.

Gardiner told the story of coming to the Park for a walk and discovering garbage strewn throughout the Park. He said an APRC custodial crew member worked to clean up the mess and indicated that a bear had visited the Park.

### **UPCOMING MEETING DATES**

Study Session, June 19, 2017 @ The Grove, 1195 E. Main—5:30 p.m.

Regular Meeting, June 26, 2017 @ Council Chambers, 1175 E. Main—7:00 p.m.

### **ADJOURNMENT INTO EXECUTIVE SESSION**

By consensus, Gardiner adjourned into executive session at 8:15 p.m.

Executive Session for legal counsel pursuant to ORS 192.660 (2) (i)

### **ADJOURNMENT OUT OF EXECUTIVE SESSION**

By consensus, Gardiner adjourned out of executive session at 9:50 p.m.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:50 p.m.

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 are available upon online.



## **VI. UNFINISHED BUSINESS**

### **a. TID Ditch Corridor**

#### **➤ PINECREST TO GRANDVIEW**

McFarland reviewed trouble spots along Pinecrest and Park streets (Paradise Area). He talked about challenges such as the lack of easements along the TID ditch from Pinecrest to Park Street—stalled, in part, because they are currently under TID jurisdiction and the Bureau of Reclamation. McFarland agreed to research the agreement for references to recreational activities along the ditch.

McFarland stated that in the area where the City of Ashland maintains the TID ditch, APRC built a bridge across the ditch on what is referred to as the Cottle property. He pointed out an area southeast of Starlite, where TID does the maintenance, noting that several years prior, four private property owners with land along that section agreed to provide easements; however, TID and the Bureau of Reclamation declined to participate and would not authorize a trail.

#### **➤ ASHLAND LOOP ROAD**

A detailed discussion followed regarding trail connectivity to Ashland Loop Road, the Morton Street area and the Wolfe property. McGinnis asked about the possibility for residential development in the Morton Street area. Chambers noted that the Wolfe property (#26) might provide additional connectivity, suggesting that a trail there could become a high priority for extension of the TID corridor.

Jensen asked about extracting the detail for the updated Trail Master Plan. It was agreed that identifying sections of the TID corridor—where further efforts are needed to complete the Ditch Trail—would be of value. In that context, properties #20, 21, and 23 were reviewed.

Black highlighted two options for capturing detail in the plan, either by identifying the sections not yet connected to the trail or by making note of the areas where easements could provide trail continuity. He noted that a list of the properties to pursue could be referenced by tax lot number, with a priority order established.

#### **➤ GUTHRIE TO SISKIYOU MOUNTAIN PARK**

McGinnis noted that trail portions, beginning at Guthrie and traveling south, were well used by residents of the neighborhood. He pointed out a section where an easement was granted to APRC that could be exchanged for nearby property that might be positioned along the Ditch Trail. He stated that it would be instructive to scout the area for potential trail development.

Chapman indicated that many trail connections to Siskiyou Mountain Park were important to the Ditch Trail. McFarland stated that a portion of the Siskiyou Mountain Park drainage area was deemed by geologists as too fragile for a trail.

Lewis noted that the overall strategy would be to talk again with TID about maintenance for the ditch. If the City could maintain areas currently handled by TID, it would benefit both parties. Chapman stated

that fecal counts would go down, contributing to the ecological health of the waterway. Jensen indicated that he would be amenable to initiating a general discussion with TID after a review of the maintenance agreement.

➤ **CLAY CREEK LOOP TRAIL**

Discussion focused on private properties and easements along the Ditch Trail. McFarland identified two non-perpetual easements including the Clay Creek loop trail that are maintained by APRC. He said APRC was hopeful that the easements would remain for trail connectivity.

➤ **REGIONAL CONNECTIVITY**

McFarland said there are two opportunities for connecting with the Greenway: 1) a TID route on Crowson Rd to the Greenway; and 2) easements from two property owners on the Imperatrice Property. McGinnis noted that the Neil Creek connection could become part of a future regional development strategy with connectivity to the Greenway being the eventual goal. He advocated for moving forward by securing easements or property prior to any residential development in the area. McGinnis noted that identifying the other entities working with TID might enable a regional strategy that would ultimately connect TID with Emigrant Lake. McFarland said making contact with the City of Talent regarding the TID Trail system in Talent might also be helpful.

McFarland distributed a worksheet designed to informally capture the main ideas that would later be integrated into an updated Trail Master Plan. He stated that the information would be part of a packet of information utilized by consultant Mark Mularz. Mularz, a graphic designer, would be charged with incorporating the data into the updated Master Plan. His work would include updating existing chapters, the development of new chapters, a compilation of corresponding maps and preparation of an index and glossary.

In response to a question by Jensen, Black said he wanted to complete the wordsmithing in-house, with the final organization completed by Mularz.

**VII. NEW BUSINESS**

***a. Review and Discuss Trail Corridors***

- **Roca Creek**
- **Hamilton Creek**
- **Clay Creek**

**VIII.** There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

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

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Matt Miller



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSION STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, APRC Director

**DATE:** June 21, 2017

**SUBJECT:** June 26, APRC Business Meeting

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The June Business Meeting is scheduled for Monday, June 26, 2017, at 7:00 pm at City Council Chambers. We will only have one item for action that night and it will be on the RVTV contract; however, I am requesting that the Commissioners make a motion in support of the Save Our Schools and Playgrounds initiative to preserve both Lincoln and Briscoe Schools.

The agenda is light on action; however, there will be some time spent on learning the new changes to the City's Ethics Code and for staff to provide updates on several items. I look forward to seeing you on Monday.

The following items are planned for discussion that evening.

### **I. Save Our School and Playgrounds**

The group that is involved with the preservation of the Lincoln and Briscoe School playgrounds and playfields has spoken with the Commissioners and staff several times and urged the Commissioners to consider adopting a goal or action plan to help their mission. This matter has been identified as crucial for providing parks for the area surrounding the schools.

In light of the importance of the matter that Save Our Schools and Playgrounds brings, I am recommending that the Commissioners make a motion in support of keeping the properties at Lincoln and Briscoe Schools in the public ownership and open to the public. Parks staff will continue to work with the Ashland School District to find solutions to keeping these properties in the public ownership.

**Proposed motion:**

I move to continue to work with the Ashland School District to ensure that the fields and playgrounds of Lincoln and Briscoe schools continue to function as neighborhood parks and remain permanently under public ownership, based on the Parks and Open Space plan adopted by APRC in 2002 that includes Lincoln and Briscoe playgrounds and fields as neighborhood parks and on the City's Comprehensive Plan that states the goal that every citizen should live within a quarter mile of a park.

**II. Amendments to City's Ethics Code**

The City Attorney will be present to discuss changes to the City's Ethics Code. The attorney will give a presentation and lead a discussion on the matter for the Commissioners.

**III. RVTV Contract Renewal**

See attached memo.

**IV. Lithia Park Master Plan RFP**

The RFP for the Lithia Park Master Plan has closed and there were three qualified responses submitted. The firms that submitted bids were:

1. Cameron McCarthy
2. MIG
3. Walker Macy

All of the firms have presented a wide range of professionals to work on the plan. Team members are located throughout the Rogue Valley

The process for reviewing the proposals will begin this week and the group will use a qualifications-based scoring method to rate the individual proposers. Once a decision is made by the subcommittee, a recommendation will be generated and sent to the Commissioners for approval.

**V. Budget Wrap-Up**

On Tuesday, June 20, 2017, the City Council approved the full budget for APRC as proposed by APRC and recommended by the Citizens' Budget Committee. We are grateful for the work of the CBC and the City Council in reviewing the budget and we are looking forward to working within the budget over the next biennium.

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## PARKS COMMISSION STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, APRC Director

**DATE:** June 21, 2017

**SUBJECT:** RVTV Contract Renewal for 2017-2019 (Action)

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Every other year the Commissioners renew their cablecasting contract with RVTV for the taping of regular meetings, generally held on the fourth Monday of each month at 7:00 p.m. in Council Chambers. The 2015-2017 RVTV contract will expire on June 30, 2017. Staff is requesting approval of the new biennial contract for the period spanning July 1, 2017, through June 30, 2019. The former contract and the current contract are identical.

**Possible Motion:**

I move to approve the RVTV cablecasting contract for APRC for the period spanning July 1, 2017, through June 30, 2019, as presented.

**Attachment:**

Proposed RVTV Cablecasting Contract for 2017-2019

**Southern Oregon University  
Cablecasting Contract with the  
Ashland Parks and Recreation Commission**

This contract is entered into by and between Southern Oregon University, a University with a governing board, on behalf of Rogue Valley Community Television, hereinafter "RVTV," and the Ashland Parks and Recreation Commission, hereinafter "APRC."

The purpose of this contract is for cable television services provided by Rogue Valley Community Television at Southern Oregon University for the Ashland Parks and Recreation Commission. The term of this contract is for two years, from July 1, 2017, through June 30, 2019. Both parties agree as follows:

**RVTV Shall:**

1. Televisе live on the fourth Monday of each month the regular monthly meeting of the Ashland Parks and Recreation Commission from the Ashland Civic Center during the term of this contract.
2. Provide technical support for each meeting; videotape record each meeting for later playback; and publicize each meeting on one of its information channel(s).
3. At the direction of the APRC Director, provide up to two program slots in either the civic center or RVTV studio for additional programming for up to 14 total programs per year.
4. Offer any additional video production services to APRC at regular government contracted rates.
5. Provide Video on Demand ("VOD") services to include archiving recorded meetings of the Ashland Parks and Recreation Commission government access programming for a period of one year from date of capture. RVTV provides the city with links to the city website.

**APRC Shall:**

1. Provide a monthly agenda to RVTV for inclusion on information channel(s) bulletin boards.
2. Pay RVTV a total of \$5,150 for services rendered under this Contract. Two equal payments of \$2,575 shall be made by July 15, 2017, and July 15, 2018. APRC will not be charged for months when the meetings are not taped/televised. The adjustment for July 1, 2017 through June 30, 2018 will be applied to the payment due on July 15, 2018. The adjustment for July 1, 2018 through June 30, 2019 will be made in June 2019.
3. Video on Demand will be billed separately at the rate of \$55 per program that has been captured for Internet playback, not to exceed \$770.00.
4. Special taping at APRC offices will be billed at \$500 for the first two hours. Each additional hour will be billed at \$45.00 per hour.

Payments should be made payable to Southern Oregon University and mailed to:

SOU Business Services  
Attn: Jayne Atkins  
1250 Siskiyou Blvd.  
Ashland, OR 97520

**Terms and Conditions:**

1. Termination. Either party may terminate this Contract by providing the other party with written notice of Termination to take effect thirty days after receipt of notice.

