

**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 BUSINESS MEETING

### ASHLAND PARKS & RECREATION COMMISSION

November 25, 2019

Council Chambers, 1175 E. Main Street

7:00 p.m.

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. APRC Study Session – October 21, 2019
2. APRC Regular Meeting – October 28, 2019

III. PUBLIC FORUM

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. CONSENT AGENDA

1. Subcommittee Minutes Acknowledgment
  - Pool Ad-Hoc Subcommittee, September 4, 2019
  - Ashland Senior Advisory Committee, October 14, 2019

VI. UNFINISHED BUSINESS

1. Lithia Park Master Plan Presentation (Information)
2. Memorials Policy Amendment (Action)

VII. NEW BUSINESS

1. Golf Fee Adjustment
2. Community Center Update
3. Recreation Division Advisory Committee (RDAC) Member Approval

VIII. ITEMS FROM COMMISSIONERS/STAFF

IX. UPCOMING MEETING DATES

1. Ashland Senior Advisory Committee – December 9, 2019
  - Ashland Senior Center, 1699 Homes Ave—3:30 p.m.
2. Current Parks, Conservation, and Maintenance Subcommittee – December 10, 2019
  - Lithia Cabin, 340 S. Pioneer St.—2:00 p.m.
3. APRC Regular Meeting—December 9, 2019
  - The Grove, 1195 E. Main St.—7:00 p.m.

X. ADJOURNMENT

**MINUTES FOR STUDY SESSION**  
**ASHLAND PARKS & RECREATION COMMISSION**  
October 21, 2019  
Council Chambers  
1175 E. Main Street

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Heller, Lewis; Director Black; Recreation Superintendent Dials, Senior Services Superintendent Glatt; Parks Superintendent Oxendine, Analyst Kiewel, Cottle; Assistant Sullivan

Absent: City Council Liaison Mayor Stromberg

**CALL TO ORDER**

The meeting was called to order at 5:30 pm

**PUBLIC INPUT**

None

**JAPANESE GARDEN DISCUSSION**

Black gave a PowerPoint presentation on the Japanese Garden (see [Attachment I](#)). The originally approved project was put on hold by the donor as a result of community discord over the removal of two Douglas fir trees. The donor worked with the original designer to revise the plan to keep the two Douglas firs in place and will incorporate them into the redesign. The presentation included the following points:

- The presentation includes a slide with the current boundary (yellow line), which is approximately 0.5 acres. The slide also includes the redesigned plan boundary (red line), which would make the garden approximately 0.65 acres
- The changes in the redesigned plan include the following:
  - Douglas firs remain at northeast corner
  - Bamboo at the northeast corner is eliminated
  - Block wall that extends west from the sidewalk over roots of Douglas firs is partly eliminated to protect Douglas fir root systems
  - Minor changes have been made to the entry gate area
  - Handwash basin added to the entry features near Douglas fir trees
  - Small bamboo fence added to Douglas fir area
  - Space has been set aside at the entry for an information booth
  - A step stone path has been added to the Douglas fir area
  - The southern boundary of the garden is being expanded about two feet to accommodate some movement with other items on the interior of the garden
- The area adjacent to the Douglas firs is planned to be a more natural area of the garden
- Black will be the day to day project manager for the Japanese Garden. Toru Tanaka will be working to implement the design
- Cost of building the Japanese Garden is \$1.3 million, which will be provided through a grant from the Ashland Parks Foundation (APF)
- The cost of maintaining the current garden is approximately \$20,000 annually
- In the Cost of Maintenance slide in the presentation, the 2<sup>nd</sup> bullet point under "Ashland Japanese Garden" should state the cost at maintaining the proposed garden would be \$60,000-\$75,000/yr. total
- The donor, through the APF, will be providing up to \$60,000 per year for 10 years for maintenance
- Revenue opportunities such as rentals for weddings will be explored

- Black stated a desire to move forward with a unanimous vote from Commissioners; If approved, APRC will move forward with a more detailed construction plan, which would include a tree protection plan; the grant from APF will need to be finalized so the funds can be released to APRC
- The timeframe on construction would be approximately two years with a goal of completion in the fall of 2021
- Other trees in the existing garden and trees in the general vicinity of the construction area will be included in a tree protection plan
- A plan for construction access has not been finalized. There is a potential staging and equipment entrance area on Granite Street. Smaller equipment may be used to move materials into and out of the garden to mitigate compaction

## Public Input

**Maddie DiRienzo of Ashland** referenced comments made in support of the project at a previous public meeting. DiRienzo spoke in favor of the redesigned plan and is supportive of moving forward with this plan that has the potential to unify the town.

**Mark DiRienzo** referenced comments made in support of the project at a previous public meeting. DiRienzo spoke in favor of the redesigned plan and stated a trust in APRC staff to protect the site and trees during construction. DiRienzo concluded happiness with the donor sticking around and being willing to redesign the project.

**Richard Smith of Ashland** has lived in the Ashland for 30 years thanked the Parks Commission for discussing this issue and advocated for keeping the trees in place. Smith also spoke in support of aquatic opportunities in Ashland.

**Patricia Holman of Ashland** who lives near the current garden was impressed with how the disagreement over the removal of trees was resolved and is supportive of the redesigned plan. Holman asked APRC to consider using Winburn Way as the main staging and access point to mitigate disturbances to residents on Granite Street.

## Commissioner Discussion

Black stated that staff will be proposing conditions when this item is brought back to the Commissioner on October 28. The conditions will relate to the protection of the two Douglas fir trees, including the creation of a tree protection plan. Black clarified that a finalized tree protection plan will not be presented at the next meeting, rather a condition that such a plan will be required to move forward with construction.

Bell requested a step-by-step plan that includes costs for each step of the construction process.

Landt requested an outline of a tree protection plan be presented on October 28 to the Commission. Landt expressed a concern for trees adjacent to the current garden and requested these trees be addressed in a tree protection plan.

Heller acknowledged the donor's willingness to make an adjustment to the plan. This was a challenging situation and has resulted in a great outcome.

Gardiner inquired as to when the annual donation for maintenance would start. Black responded that it will be necessary to discuss this with the APF to ensure that a maintenance staff member will be in place once the project is substantially completed and will begin to require maintenance.

In response to a question from Gardiner, Black stated that the \$20,000 per year to maintain the current garden, would most likely be entirely spent through In-kind work and equipment use provided by APRC during the construction phase.

In response to a question from Bell, Black stated that the maintenance funds would largely go to support a staff person charged with maintaining the Japanese Garden.

Gardiner would like further discussion on how maintenance will be secured after the 10 years.

## **POOL FINANCING AND SITE PLAN PRESENTATION**

Black gave a PowerPoint presentation on pool financing and the site plan (see second part of [Attachment I](#)). The presentation included the following items:

- The current location has been identified as the most favorable location due to existing infrastructure such as the bathhouse facilities, parking lots, etc.
- The current plan will meet the current uses already underway at the existing pool, which would not necessitate adding additional parking
- The Senior Center will not be physically impacted by the construction of a new pool
- The plan extends the footprint into the parking lot, but will not result in a decreased number of parking spots due to available space in the travel lane
- The 8-lane pool is 25 yard x 25 meter. The therapy pool is adjacent to the 8-lane pool and is included in the 25 yard x 25-meter area calculation.
- The plan shown in the presentation includes the extension into the parking lot
- The therapy pool includes a zero-grade ramp that would allow wheel chair access into the pool
- Extending the deck towards Hunter Court allows for a greater potential for preserving existing trees as well as the surrounding turf area
- The pool is not proposed with a cover but would use year-round. Cold weather safety mitigation will be included in the planning process
- The deck area will be large enough to allow for construction of a cover at a later date
  - If an outside group is able to raise funds for a cover by a specific end date, there will be an opportunity to plan and construct the pool with a cover
- There are city ordinances that require environmentally friendly components for municipal projects. Black will be consulting with the City's Conservation Division to identify if chlorine alternatives and other sustainable features can be incorporated into the pool design
- Alterations to the bathhouse would be made only if it is possible to stay under the proposed budget of \$2.6 million
- The pool will be planned as a community pool but will also take aquatic sports needs into consideration, such as depth of the pool. The pool would have a portion of it that is shallow
- The budget plan includes a large contingency to cover unexpected construction costs. The contingency is currently set to 30-40%, which will be reduced once the scope of the project is more detailed

### **Funding Options:**

#### **Revenue Bond**

- Annual food and beverage income could be leveraged to secure a revenue bond to cover the construction of the pool
- The food and beverage (F&B) tax will expire in 2030
- Current encumbrances equal 25%, adding \$300K per year for 10 years would increase the encumbrances to 65% of the projected \$750K of annual revenue from the food & beverage tax

#### **General Obligation Bond**

- A general obligation bond would require voter approval
- Other general bond projects, such as a county jail, would compete against a general obligation bond for the pool

#### **Do not fund a pool**

- This would result in the loss of the only community pool

Black recommends moving forward with a revenue bond.

Black stated that other CIP project funding for the current biennium would not be impacted by securing a revenue bond since payment of the bond will not be made until the next biennium

#### Operations Costs:

- Current Budget
  - \$175,000 Expense
  - \$95,000 Revenue (sales, admit, contracts)
    - Total Budget Cost: \$80,000
- New Pool Budget
  - \$275,000 Expense
  - \$150,000 Revenue; \$45,000 F&B
    - Total Budget Cost: \$80,000

The expense increase is based on information from pools operators of similar size, cost of maintaining is somewhat determine on the surface area of pool

Climate, Energy and Action plan staffer will be consulted to identify more sustainable and potentially cost saving infrastructure

#### Public Inut

**Douglas Smith of Ashland** advocated for keeping the pool at the current size by repairing the current infrastructure. Smith also advocated for moving the location of the pool to decrease impacts to the neighbors. Questioned spending significant resources on a pool that serves a small number of people who use if for organized aquatic sports activities.

**Rebeca Kay of Ashland** stated the existence of a community pool and a Masters Swim Team were large factors in making the decision to relocate to Ashland and spoke in favor of moving forward with maintaining the existence of a community pool. Kay spoke about the importance of teaching children to swim.

**Richard Smith of Ashland** spoke in favor of the moving forward with a community pool.

**Sara Jeske of Ashland** spoke about the importance of aquatic experiences for youth. Jeske's child participates in Ashland High school water polo and comes home late due to time restrictions at the YMCA. Jeske is in favor of moving forward with the pool to provide better access at reasonable times for youth sports.

**Jocelyn Sanford of Ashland** thanked APRC for keeping access to aquatic activities as a goal. As a certified pool operating, Sanford spoke to the deterioration of the current pool and which does not serve fully the community. Sanford spoke on behalf of the current location and spoke about the diverse users of the pool outside of competitive users.

**Shannon Kegan of Talent** teaches swim lessons and provides swim lessons to people who are unable to participate in swim lessons offered by APRC and advocated for the proposed plan and increasing opportunities for swim lessons.

#### Commission Discussion

Heller inquired about a contingency plan if once the specification of the pool is complete and the plan exceed budget. Black stated that if necessary, the plan could include a phase two that would include constructing the therapy pool at a later date.

Heller advocated for maintaining grassy areas around the pool.

Landt inquired if vehicular access from the parking lot will be maintained in the new plan. Black responded in the affirmative.

**ITEMS FROM COMMISSIONERS AND STAFF**

Heller received a letter from a parks planner in Central Point community center 30,000 sq ft. In addition to a pool and pickle ball courts should be a priority moving forward.

Gardiner mentioned Thursday at 6 p.m., the E Main public input held at Ashland High in the IVS meeting. Black stated the purpose of the meeting is to take public input on possible uses in the park.

Dials announced Lori Ainsworth is departing and the Volunteer & Event Coordinator position will be posted.

Gardiner stated the October 28 meeting includes two executive sessions 5:30 p.m. with City Attorney Dave Lohman and a performance evaluation from 6 to 7 p.m..

**ADJOURNMENT**

The meeting adjourned at 7:28 pm

Respectfully Submitted  
Sean Sullivan  
Office Assistant II

DRAFT

**Minutes FOR REGULAR BUSINESS MEETING  
ASHLAND PARKS & RECREATION COMMISSION  
October 28, 2019  
Council Chambers, 1175 E. Main Street**

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Heller, Lewis; Director Black; Recreation Superintendent Dials, Senior Services Superintendent Glatt; Parks Superintendent Oxendine, Assistant Sullivan

Absent: City Council Liaison Mayor Stromberg

**CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

**EXECUTIVE SESSION (pursuant to ORS 192.660(2)(h) & ORS 192.660(2)(i))**

The executive session began at 5:30 p.m. The executive session adjourned at 7:00 p.m.

**APPROVAL OF MINUTES**

APRC Study Session – September 16, 2019

**Motion:** Landt moved to approve the Minutes from August 19, 2019 as provided by staff. Lewis Seconded.

**Vote:** The vote was all yes

APRC Regular Meeting – September 23, 2019

**Motion:** Landt moved to approve the Minutes from August 19, 2019 as provided by staff. Bell Seconded.

**Vote:** The vote was all yes

**PUBLIC FORUM**

None

**ADDITIONS OR DELETIONS TO THE AGENDA**

None

**CONSENT AGENDA**

Subcommittee Minutes Acknowledgment

- Ashland Senior Advisory Committee, August 12, 2019

Without objection Gardiner accepted the Consent Agenda as presented.

**UNFINISHED BUSINESS**

**Japanese Garden Plan Amendment (Action)**

Black gave a PowerPoint presentation (see [Attachment I](#)). The presentation included information in the [meeting packet](#) and the following items:

- The amendment proposed by staff includes incorporating two Douglas fir trees into the design of the garden. These trees were previously planned to be removed
- The existing garden is approximately 0.5 acres as outlined in yellow in the presentation. The new design is approximately 0.65 acres, as outlined in red in the presentation
- The amended plan includes the following

- Douglas firs remain at northeast corner
  - Bamboo at the northeast corner is eliminated
  - Block wall that extends west from the sidewalk over roots of Douglas firs is partly eliminated to protect Douglas fir root systems
  - Minor changes have been made to the entry gate area
  - Handwash basin added to the entry features near Douglas fir trees
  - Small bamboo fence added to Douglas fir area
  - Space has been set aside at the entry for an information booth
  - A step stone path has been added to the Douglas fir area
  - The southern boundary of the garden is being expanded about two feet to accommodate some movement with other items on the interior of the garden
- Cost of the construction of the garden is estimated at \$1.3 million, which will be provided through a grant from the Ashland Parks Foundation (APF), made possible by a donation from Jeffrey Mangin. No funds from the CIP budget will be spent on this project. APRC will provide in-kind labor and use of APRC equipment
  - The cost of maintenance is expected to increase from \$20,000 to \$75,000 annually. An annual grant of \$60,000 for a period of ten years will be provided by the APF, made possible by a donation from Jeffrey Mangin
  - The preliminary construction area is represented by a dotted black line in the presentation. This area will be fenced and closed to the public during construction. Trees inside of this area will be protected through a tree protection plan and monitored by a licensed arborist. Trees outside of this area that are in close proximity, will be protected as well
  - Landt stated that the slide displaying the construction area does not include access points. Black indicated that this is the case. The specific access points still need to be finalized
  - Black reviewed the conditions included in the staff report
    - Note: Changes to the conditions included in the staff were made during the meeting. The items 1-6 below include these changes
      - Item 2b: replace "north south" with "east west"
      - Item 2c was incorporated into item 2b
1. All twelve of the Douglas fir trees in the "Boy Scout Grove" shall be retained, including the two within the boundary of the proposed Japanese Garden.
  2. A special tree protection plan shall be created to protect the entire Doug fir grove. The plan is yet to be completed; however, the following must be contained within the plan:
    - a. Construction and any other work within the drip line of the Douglas fir Boy Scout Grove would only occur as recommended by certified arborists with the goal of maximizing protection for these trees above and below ground.
    - b. The exception to the above being that the area within the drip line south of the existing east west sidewalk by the Douglas fir trees may require root disturbance to gain ADA access and other reasons. It is understood that work in this area would include supervision by certified arborists but reasonable measures to allow Garden construction and planting work would be allowed.
  3. The "Bamboo Forest" area near the Douglas fir trees from the original plan shall be eliminated from the approved Japanese Garden plan.
  4. A comprehensive tree protection plan will be implemented by the Ashland Parks Arborist for the area outside of the proposed garden for areas adjacent to, or with potential impact from the proposed construction project.
  5. The construction of the project is being funded completely by the APF and any contributions from Ashland Parks and Recreation will be through in-kind labor, project management and equipment usage.
  6. Staff shall work with APF and the donor to secure a contract for a ten-year period for a monetary maintenance contribution of up to \$60,000 per year.

## Public Input

**Kathryn Thalden of Ashland** expressed appreciation to Jeff Mangin and the parents of his late wife for providing this gift. With patience and persistence Mr. Mangin will be able to provide a garden that brings the community together.

**Barry Thalden of Ashland** stated gratitude to the donor, Jeff Mangin, for redesigning the plan and seeking community support for the plan.

**Mark DiRienzo of Ashland** stated that tax payers would have expenses associated with this area without the redesign such as ADA upgrades. Donors, such as Jeff Mangin, have played a large role in funding projects that benefit the community.

### Commissioner Discussion

Bell expressed gratitude to Jeff Mangin for his generous donation and this thoughtful consideration of public input.

**Motion:** Landt moved to approve the amended Japanese Garden design including the plan and the amendments as presented by staff in the discussion, for clarification the conditions include the words "east west" replacing "north south" and that under number 2 items b & c are combined. Seconded by Bell.

**Discussion:** Landt pointed out that the two Commissioners who voted against the plan in January are now making the motion and seconding that motion to approve the plan. This shows that the situation went from one that was controversial to one that is win-win. Landt also thanked Mr. Mangin for his flexibility in seeking a solution that seems to have vast majority of support by the community. The fact that no one was present to speak out against the proposal speaks to this. Landt stated his ongoing support for the Japanese Garden and referenced his vote to approve the Japanese Garden, that included the protection of the trees, in January. It was pointed out that often gifts such as these do not include funds for maintenance. In this case, up to \$600,000 will be offered by the donor.

Gardiner stated that this has been a long process and is appreciative of where this has ended up. Gardiner called for a vote.

**Vote:** The vote was all yes.

### Pool Financing & Site Plan Approval (Action)

Black gave a PowerPoint presentation (see the second part of [Attachment II](#)). The presentation included information included in the [meeting packet](#) and the following items:

- As presented in previous meetings, the current pool is rapidly failing
- The site plan presented is a preliminary. The next step is to have a pool designer create a more detailed site plan
- Black reviewed the Pool Ad-Hoc Committee Recommendations outlined in the staff report included in the [meeting packet](#)
- A graphic of the current site was displayed in the presentation. The preliminary site plan was overlaid (yellow line) on this image, displaying the increased area of the project and identifying the new footprint of the pool
- The therapy pool includes a zero-depth entry and will meet ADA standards
- Green space is included in the preliminary site plan
- The preliminary site plan has been realigned to create a straight angle adjacent to the Senior Center, which would allow for the construction of a walking path as well as increased green space within the pool area
- The bleachers displayed in the preliminary site plan will likely be moved closer to the parking lot to allow for increased green space within the pool area
- Black recommended moving forward with a revenue bond to fund the project
  - Revenue Bond (Food & Beverage Tax)
    - Current projected revenue \$750,000- \$800,000/year
    - Expires 2030
    - Consistent with the purpose of the F&B (Food & Beverage) Tax
    - Capacity exists to cover bond payments, in excess of 300,000
  - F & B Tax
    - Enacted in 2009 for "acquisition, planning, development, repair and rehabilitation of City parks"
    - 2018: \$758,000 revenue
    - 2019: \$803,844 revenue

- Previous revenue bonds have been used for construction projects that are still being paid off
  - Recent F&B Projects Completed:
    - 2014: Ice Rink Cover \$289,500
    - 2014: Calle Guanajuato \$500,000 (revenue bond)
    - 2015: Ashland Creek Park: \$500,000
    - 2016: Garfield Park Water Play and Park Renovation: \$850,000 (revenue bond)
    - 2017: Mace Property Purchase: \$380,000 (11ac)
    - 2018: Briscoe Park: \$500,000
- Payments for \$300,000 per year starting in 2021 and would be paid off in 2030
- Current food and beverage tax encumbrances equal 25%, adding \$300K per year for 10 years would increase the encumbrances to 65% of the projected \$750K of annual revenue from the food & beverage tax
  - \$260,000 from F & B would be available annually to complete other projects
- Black proposed the inclusion of other projects into the revenue bond
  - \$100,000 for Pickleball construction
  - \$150,000 to resurface tennis courts. Black stated that the resurfacing of tennis courts is not a specific CIP project, but they are included in the list of ongoing maintenance projects
- Black presented two options for funding the projects being discussed
  - Option 1
    - Pool - \$2,600,000 REVENUE BOND
    - Pickle Ball - \$275,000 CIP (this would require diverting money from another CIP project)
    - Tennis Courts - \$150,000 CIP (this would require diverting money from another CIP project)
    - Total BOND: \$2,600,000; CIP \$425,000
  - Option 2
    - Pool - \$2,600,000 REVENUE BOND
      - Pickle Ball - \$275,000 CIP (\$150K) and BOND (\$100K)
      - Tennis Courts - \$150,000 BOND
      - Total BOND: \$2,850,000; CIP \$175,000
- Black reviewed and altered the operational costs and revenue of the new pool and was able to keep the annual net costs at the current level of \$91,000 annually. A reduction in operational costs includes moving away from heating with natural gas for a more cost effective and sustainable method.

Black recommended moving forward with Option 2. The F & B Tax expires in 2030. Black recommends taking advantage of leveraging funds while we have them case it is not reauthorized. The goal is to get \$2.6 million for the pool. Including other projects in the revenue bond makes fiscal sense and expands the number of people positively impacted by leveraging food and beverage funds.

Landt raised a concern about process. Landt stated that since the inclusion of additional projects in the revenue bond was not noticed the Commission should not vote on including these additional projects at this time. Black stated that the question on including additional projects arose within the last week and came to the meeting to present options.

Black recommended moving forward with the preliminary pool plan at the expense of \$2.6 million with the direction to move forward with a revenue bond back by F & B funds. The bond would be issued by the City of Ashland. Once the Commission approves the funding, the design phase can begin using funds that have already been allocation.

Bell inquired if other projects were considered for inclusion in the revenue bond. Black responded that if Commissioners had ideas about projects, this would be an opportunity to review those projects. Landt stated that reviewing other potential projects is an argument for holding off on adding funds for specific projects at this time and discuss the issue at a future meeting. Lewis concurred that adding projects to the bond is worthy of a special meeting. Black will plan on presenting increasing the bond above the \$2.6 million at a future meeting.

## Public Input

**Todd Landry of Ashland**, who is the coach of the Ashland High School swim team, stated support for funding the construction of the pool for \$2.6 million. This is a multi-use pool that can provide activities for multi-generational uses. Increasing the size of the pool is in the spirit of the Meyer Family. Increasing the size of the pool will allow for continued multi-generational use and the ability to increase swim lesson offerings. This will still be a multi-use, community pool. Landry stated as the organizer of potential swim meets, he can select parking and bus drop off locations to keep traffic out of neighborhood. Landry drew attention to the fact that several school age community members left the council chambers earlier in the meeting. These were members of the Water Polo Team. They left for practice which starts at 7:30 and ends at 9:30 p.m., because that is the time that is available at the YMCA. Constructing a new pool will allow practice for organized teams to occur earlier in the day.

**Jacelyn Sanford of Ashland** stated that parks important component of a community for various reasons and support constructing a new pool within Hunter Park. During Sanford's time in Ashland Sanford has seen improvements of other parks including Lithia, Garfield, Calle Guanajuato, Hunter and North Mountain Park. Sanford stated that now is the time for community pool to be made fully functional for the entire community to support physical aquatic activities for all ages. Sanford listed numerous national organizations who support aquatic activities and thanked the Commissioners for their continued support.

**Janice Tacconi of Ashland** spoke in support of rebuilding the pool for the quality of life of the community. Tacconi has a daughter who has swam at the Daniel Meyer Pool and has worked as a life guard.

**Doug Smith of Ashland** referenced concerns stated at a previous APRC meeting and stated that most of them have been discussed during Black's presentation. Smith supported including grassy areas in the plans for families and supports the community aspect of the pool. The safety of small children is also a concern and is pleased with the new layout proposed, but also raised concerns about the location of the deep end of the pool. Smith was also glad to hear the swim coach is willing to mitigate traffic in neighborhood.

**Geri Mathewson of Ashland** stated happiness about hearing that the pool includes a zero-depth entry point. Mathewson stated a willingness to raise money for a waterproof wheel chair. This proposal will honor the original generous donation from the Meyer family. Mathewson encouraged approval of funding and called for the consideration for the therapy pool to be a warmer.

**Rebecca Kay of Ashland** directed comments to APRC staff and Commissioners. Kay stated the pool would be an asset to community. If built to meet current pool standards, there will be an increase in the programs offered. It would be large enough to accommodate multiple programs occurring at the same time. APRC should be commended on the outreach to the community to identify aquatic needs. Kay stated support of larger grassy area. Kay urged Commissioners to vote for the \$2.6 million revenue bond. Kay provided a thank you card to Black from the aquatic community.

## Commissioner Discussion

**Motion:** Landt: moved to move forward with the \$2.6 million bond for the pool and to accept the conceptual pool plan. Heller seconded.

**Discussion:** Heller stated that it is not clear what the double deep component of the pool. Black stated that when a more detailed plan is designed, this and other issues will be able to be reviewed in depth

Gardiner stated support for the motion but feels it would be appropriate to review the additional items discussed tonight that could be added to a revenue bond. Gardiner stated concern about diverting funds from CIP projects and would like to see adding additional funds to the revenue bond but did not want to slow the process of funding the pool.

**Vote:** The vote was all yes.

**Motion:** Landt moved to direct staff to hold a special meeting before November 19 to discuss adding other projects to the \$2.6 million revenue bond, including considering pickleball court additional money and tennis court repaving money. Bell seconded.

**Vote:** The vote was all yes.

## **NEW BUSINESS**

None

## **ITEMS FROM COMMISSIONERS/STAFF**

- Heller attended the grand opening of a park in Medford called Century Village. Heller mentioned the shade structures installed there are impressive and worth checking out. There are also pickleball courts at the park
- Dials stated the Recreation Division Advisory Committee (RDAC) is still accepting applications. A total of eight applications have been received to date. Dials also mentioned that APRC staff have started implementation of new recreation software that will be integrated with the City's finance system. Implementation should take 8-9 months.
- Oxendine gave a PowerPoint presentation about a plan to plant bulbs more than 66,000 throughout the park system (see Attachment III). The bulbs have been purchased and will be planted in natural patterns. All the bulbs are pollinator-friendly and will take very little to maintain

## **UPCOMING MEETING DATES**

7. Ashland Senior Advisory Committee – November 4, 2019
  - Ashland Senior Center, 1699 Homes Ave—3:30 p.m.
8. APRC Study Session—November 18, 2019
  - The Grove, 1195 E. Main St, Ashland – 5:30 p.m.
9. APRC Regular Meeting—November 25, 2019
  - Council Chambers, 1175 E. Main St., Ashland—7:00 p.m.

## **ADJOURNMENT**

The meeting adjourned at 8:41 pm

Respectfully Submitted  
Sean Sullivan  
Office Assistant II

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Julian Bell



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Michael Black, Director  
**DATE:** November 20, 2019  
**SUBJECT:** Consent: Subcommittee Minutes Acknowledgement

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The following minutes are being submitted for acknowledgement by the Commission.

- Pool Ad-Hoc Subcommittee, September 4, 2019
- Ashland Senior Advisory Committee, October 14, 2019

### Possible Motion

I move to acknowledge the subcommittee minutes as submitted

City of Ashland  
PARKS AND RECREATION COMMISSION  
Pool ad-Hoc Subcommittee Meeting Minutes  
September 4, 2019

**ATTENDEES**

**Present:** Ad-Hoc Committee Chair Matt Miller, Ad-Hoc Committee Vice Chair Rebecca Kay, Jocelyn Sanford, Marc Heller, Mike Hitsky, Gary Simms, Risa Buck, Senior Services Liaison Jackie Bachman; School District Liaison Todd Lantry; Director Black; Recreation Manager Flora; Recreation Superintendent Dials Parks, Commissioner Gardiner, Commissioner Landt; Parks Superintendent Oxendine. Recreational assistant Fasnacht.

**Absent:** Marc Heller, Senior Services Superintendent Glatt, Commissioner Gardiner

**I. CALL TO ORDER**

Matt Miller called the meeting to order at 3:34p.m. at the Ashland Senior Center, 1699 Homes Ave.

**II. APPROVAL OF MINUTES**

It was asked if there were any corrections to the August 7, 2019 minutes and corrections were made to list Risa Buck as absent and Gary Simms was present.

**Motion:** motion for approval of the minutes.

*Commissioner Landt moved to approve the minutes/Matt Miller seconded.*

**Vote: All Yes**

**III. PUBLIC PARTICIPATION AND GUEST SPEAKERS**

Jim Heath Phoenix High School Swim Coach.

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

**V. UNFINISHED BUSINESS**

**b. Site Planning and Design Subcommittee Report**

Director Black presents the pool Ad-Hoc committee recommendations. All edits will be made by Director Black and Ad-Hoc will be able to edit and review before Sept 23<sup>rd</sup> meeting. Committee created 2 C. under site analysis and created new language with recommendation to develop a design consistent to the recommendations stated in the assessment. Committee also suggested adding 4 iii which will include the expected life of pool like DMP is between 30 and 40 years based on analysis and industrial standards. Director Black explained the earliest he would have any other new news for the committee would be October. Committee discussed adding a new paragraph under 5. Additional needs to continue to explore other options for expanding aquatic options for the community including indoor facility. Landt motioned to approve the recommendations as they have been amended at the meeting. Landt explained passing the recommendations is that they will be finalized after the chair has had an opportunity to review and verify it is as they all agreed upon. Matt Miller will make the final corrections to the recommendations it was 2<sup>nd</sup> by Bachman. Everyone was in favor and the motion is

carried. Rebecca Kay made motion, she would like to move that the committee present the formal recommendations to the commissioners for Sept 23<sup>rd</sup> and Matt Miller would be the main presenter and he chooses one other to help him, Gary Simms 2<sup>nd</sup>. The table votes yes and the motion carried.

**VI. NEW BUSINESS**

None

**VII. UPCOMING MEETING DATE**

**VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:12 p.m.

Respectfully submitted,

Haley Fasnacht, Recreation Assistant  
Ashland Parks and Recreation Commission

City of Ashland  
PARKS AND RECREATION COMMISSION (APRC)  
ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)  
Meeting Minutes  
October 14, 2019

Committee Members Present:

- Anne Bellegia
- Rob Casserly
- Mike Hersh, Co-Chair
- Mike Gardiner
- Mary Russell-Miller
- Stef Seffinger
- Sandy Theis, Chair

Staff Members Present:

- Isleen Glatt
- Michael Black

### CALL TO ORDER

Theis called the meeting to order at 3:30pm

### OPENING

Glatt introduced Senior Center patron Thomas Jones, present to observe the meeting. He is considering applying to join ASAC.

### APPROVAL OF MINUTES

**Motion:** Hersh/Bellegia m/s to approve the minutes from August 12, 2019. Voice vote – All AYES, Russell-Miller abstained.

### ADDITIONS OR DELETIONS TO AGENDA

None

### PUBLIC INPUT

None

### ELECTION OF OFFICERS FOR 2019-20 & DISCUSSION OF TERM DATES

Theis noted that we missed election of officers in July as required by ASAC bylaws. Theis also recommended adjusting member terms to all end June 30, but in staggered years, to align with officer elections and make new member recruitment easier. Glatt distributed the ASAC bylaws addendum page (attached), showing start and end dates for all current members.

In discussion, Gardiner noted that most committees allow a new person to finish the term of a member who vacated early, then serve two more terms. Seffinger noted that City commissions usually allow for three terms.

**Motion:** Gardiner/Bellegia m/s that all member terms will end June 30 in the same year as the current schedule (2020 or 2021), and that the two new members to be added would serve through June 30, 2022. Voice vote – All AYES.

Theis expressed willingness to serve a second term through June 2020, but she would like to see a co-chair elected who is ready to be the next chair.

**Motion:** Bellegia/Seffinger m/s nominated Theis for the 2019-20 term as chair. Voice vote – All AYES.

Hersh declined to run for another term as co-chair. Theis and Glatt explained responsibilities of the chair to help plan agenda, draft letters, speak publicly, and attend events on behalf of ASAC, all with support of staff. After some discussion, Bellegia agreed to run for co-chair with understanding that she would accept nomination as chair for 2020-21.

**Motion:** Hersh/Seffinger m/s nominated Bellegia as co-chair for 2019-20. Voice vote – All AYES.

## **MEETING FREQUENCY**

Bellegia noted that she had previously requested monthly meetings during ASAC's formative period. Now that ASAC is well established, she endorsed a change to bi-monthly meetings. She recommended meeting November 4 as previously scheduled and for benefit of new member applicants to observe ASAC, then skipping December and continuing on odd numbered months in 2020.

**Motion:** Hersh/Cassery m/s to move meetings to second Monday of odd numbered months starting January 2020. Voice vote – All AYES.

## **STANDING REPORTS**

### **a. APRC Update**

Gardiner reported that the Commission approved the Pool Ad Hoc Committee's recommendations and will move forward with a pool renovation. Pool plans and a funding proposal will be presented at the APRC study session on October 21, and there will be a vote at the October 28 business meeting. Gardiner noted that the proposed plan will not touch the Senior Center. If funding is passed, the design and building process would start in 2020.

### **b. City Council Update**

Seffiinger reported an issue that might be of concern to seniors: the City Budget Committee is looking at the ambulance service contract, currently held by Ashland Fire and Rescue, considering whether ambulance service from Mercy Flights might be more cost-effective and permit a smaller firefighter force. Discussion ensued about the importance of senior needs being considered in this decision and more information needed regarding cost, response time, and impact on fire service. Cassery offered to help survey seniors via OLLI. ASAC members considered how to advocate.

**Motion:** Bellegia/Cassery m/s to send a letter to City Council requesting they consider senior needs in choice of ambulance service provider, and that ASAC is available to help gather senior input. Voice vote – All AYES.

Chair Theis agreed to draft letter; Glatt to send out to members for any input.

### **c. Education Report**

Glatt reported in Mettler's absence, referring members to page 1 to 2 of Superintendent's Report documenting recent successful education events and upcoming scheduled events.

### **d. Senior Services Superintendent Report**

In addition to the report included in the meeting packet, Glatt reported that RVTD projects for Ashland have been approved by the state: RVTD staff are developing implementation now for the on-demand microtransit pilot; the new circulator bus route for Ashland will start in another two or three years. Glatt also reported on acoustic panels to be installed in the Senior Center dining room to improve patrons' ability to hear each other at lunch and other events when many people talk at once; the project should be complete by the end of the year.

Theis reported that the Ashland Asante Community Hospital CEO and leadership team were very positive about their experience with the September 28 Hunter Park Cookout and look forward to making it an annual event.

In response to a prior request by Casserly, Glatt has arranged for Mayor Stromberg and City Administrator Madding to speak at the November 4<sup>th</sup> ASAC meeting about how to recruit senior advocates for City commissions/committees. Bellegia suggested that the OLLI Volunteer Coordinator may also be able to identify OLLI members for such roles.

Hersh suggested ASAC members attend other community meetings (such as AARP) as non-members and report back to ASAC. Theis deferred this discussion to a future agenda.

Casserly reported rave reviews from OLLI instructors and members participating in OLLI classes held at Ashland Senior Center this fall. He stated it was OLLI's smoothest experience with a new location ever. Glatt added that it has been positive for the Senior Services Division as well, and it serves Division goals to expand use of the Center and increase revenue.

Seffinger reported that the City Council now has time set aside for Council members to report back from their liaison roles, and she can report Division successes such as hosting OLLI classes.

#### **ITEMS FROM ASAC MEMBERS AND WORK GROUPS**

Bellegia reported on the Advocacy work group, which has drafted an application for Ashland to join the AARP Age-Friendly Communities Network. The work group is proposing that Mayor and APRC chair co-sign the application. APRC will review the application at their November 18 study session, then it will go to the Mayor/City Council.

Bellegia stated that she had hoped the Ashland Age-Friendly application could be announced at the AARP Vital Aging Conference on November 16 at the Smullin Center. Theis responded that moving more slowly will ensure buy in from all parties and allow APRC, City of Ashland and ASAC to show a united front.

Bellegia announced that the OLLI 2020 open house will have a theme of wellness that fits well with AARP Age-Friendly Communities, the Ashland Chamber's Health and Well Being Project, and the YMCA Active Older Adult program.

Bellegia also reported about a recent health fair at Twin Lakes senior community and suggested that Senior Services Division could do a table at such events in the future.

Glatt closed with a reminder that what ASAC formerly called "subcommittees" are actually informal work groups and may report in this section of the agenda in the future. Bellegia noted that work groups may choose to meet on the second Monday time in the months when ASAC is not meeting.

#### **UPCOMING MEETINGS**

- a. Monday, November 4, 3:30-5:00pm, at Ashland Senior Center, 1699 Homes Ave  
(November meeting moved to first Monday due to Veterans Day holiday.)

#### **Adjournment – 5:01pm**

Respectfully submitted,  
Isleen Glatt, Senior Services Superintendent, 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  
Julian Bell



Michael A. Black, AICP  
Director

541.488.5340  
[AshlandParksandRec.org](http://AshlandParksandRec.org)  
[parksinfo@ashland.or.us](mailto:parksinfo@ashland.or.us)

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** November 20, 2019

**SUBJECT:** Lithia Park Master Plan Presentation

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In November 2017, APRC launched the Lithia Park Master Plan process. This master plan will guide the management of the park's resources, facilities and visitor experiences over the next 100 years. The Master Plan process included three phases. The APRC's Lithia Park Master Plan Committee provided guidance and direction throughout the process. Laurie Matthews, Director of Preservation Planning + Design, from MIG. Inc will give a presentation on the final draft of the Lithia Park Master Plan.

Attachment: [Final Draft Lithia Park Master Plan](#)

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
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Rick Landt  
Jim Lewis  
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**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Sean Sullivan, Office Assistant II  
**DATE:** November 20, 2019  
**SUBJECT:** Memorials Policy Amendment

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**SITUATION:**

Through planning processes, it was determined that the parks memorials program needed to be updated. Staff initiated a review of the Signs, Plaques, and Memorials Policy by the Current Parks, Conservation, and Maintenance Subcommittee (the Subcommittee) to identify potential amendments to update the policy.

**BACKGROUND:**

This policy was initially approved by the Commission in 2004 and was amended in 2008 and 2013. The Subcommittee began reviewing the policy in March 2019 and recommended amendments on August 12, 2019. The amendments proposed by staff and the Subcommittee were presented at Study Sessions on September 16 and November 18.

The proposed amendments address the following goal and recommendation:

- APRC 2019 – 2021 Biennium Goal #2: *Develop parks development standards and guidelines.*
- Recommendation #30 in the Draft Lithia Park Master Plan: *Determine consistent strategy for evaluating the introduction of new memorials in the park, and what type of physical elements are appropriate for memorials.*

**ASSESSMENT:**

Upon review, it was determined that several areas of the memorials policy require amendment to clarify and streamline the process for staff and donors, establish guidelines for amenities dedicated as a memorial, and to ensure that the required donations to establish a memorial pay for the entire cost of installing or refurbishment of the amenity dedicated as a memorial and contribute to the overall maintenance of the parks system.

The proposed amendments (see attached) include the following:

- The policy no longer references signs and deals with memorials only
- Identifies Standard and Non-standard Memorial Types and associated approval processes
- The cost of establishing a memorial now includes the full costs of installing the amenity and

plaque as well as maintenance costs associated with the memorial itself and general parks maintenance activities

- Donation amounts required to establish a Standard Memorial will be reviewed and updated on an on-going basis
- Establishes guidelines for memorials installed as stated in the Standard Park Memorial Administrative Procedure
- Removes timing requirements memorialization of deceased community members
- Updates the application process to provide the authority to the Current Parks, Conservation, and Maintenance Subcommittee to approve Standard Memorials
- Establishes a 10-year time limit on Standard Memorials.
- Establishes rules for naming rights

**RECOMMENDATION:**

Staff is seeking approval of the proposed amendments to the Memorials Policy.

**Possible Motion:** I move to approve the amendments to the Memorials Policy as presented by staff.

Attachments: Draft Signs, Plaques, and Memorials Policy Amendments; Draft Standard Memorial Administrative Procedures

# PARKS MEMORIALS POLICY ~~FOR SIGNS, PLAQUES,~~ AND MEMORIALS

## Introduction:

Many individuals and groups have contributed resources and time to Ashland's parks. The Ashland Parks and Recreation Commission (APRC) appreciates and encourages such contributions and strongly urges those wishing to commemorate persons, groups, or events to consider making a contribution without requiring a physical memorial. A guiding principle is for the park itself to be the showpiece or center of activity, rather than a site containing memorials.

This statement of policy and guidelines is designed to:

1. Provide specific criteria for design and placement of memorials ~~and signs.~~
2. Establish a clear and consistent process for application, review, approval, and implementation of all proposals.
3. Define ongoing maintenance responsibilities of the donor and of the Parks ~~Department~~Division.

## II. Policy:

~~It is the policy of the Ashland Parks and Recreation Commission to consider installing signs or memorials on the property managed by the Commission~~  
Consideration will be given to proposals to install memorials on APRC managed lands under one or more of the following circumstances:

A. When the memorial proposed has been located, selected, and purchased following the standard parks memorial program, as outlined in the Standard Park Memorials Administrative Procedure document maintained by staff.

A.B. When the feature will enhance the park and be in character with the purpose for which the park was created.

B.C. When the person or group memorialized has contributed significantly to the mission of Ashland Parks and Recreation APRC.

C.D. When the memorial has a sense of timelessness; that is, it will be meaningful to both current and future generations of parks patrons.

E. When a donation is made that constitutes more than fifty-percent (>50%) of the cost of the acquisition of a park, park feature or facility, or greater than fifty-

percent (>50%) of the resources required for the development of a park, park feature or facility the donor may have naming rights upon final authority and approval of the Ashland Parks and Recreation Commission. ~~the major portion of resources necessary to acquire or develop a park site identified on the current Parks, Trails, and Open Space Plan.~~

**Note:** *Complying with some or all of the above policy elements does not automatically secure approval.*

### III. Criteria and Rationale

- A. Ashland's parks are established to provide ~~playgrounds,~~ areas or structures for organized active recreation, trails, open space, aesthetic benefits, and environmental protection and enhancement. ~~Signs and memorials~~ Memorials will be in character with and not detract from the purpose of the park or facility.
- B. There must be justification for the existence and location of all memorials.
- C. The preferred location for a memorial is inside or immediately adjacent to a structure such as a building or parking area or entrance to a structure or trail. Development of a trail, renovation of a feature or structure, or restoration of a natural area may be acknowledged by a sign or plaque within its access or parking area or within or on an existing structure.
- D. Memorials ~~or signs~~ placed outdoors should be part of a landscape design plan and carefully incorporated so as to be part of the fabric of the site, rather than a feature of the site.
- E. Memorials to individuals may be incorporated into ~~benches, artwork, walkways or other~~ structures or amenities approved by the committee. A ~~commemorative bench or table~~ newly installed park structure or amenity may be considered for a particular site if the park plan designates the need.
- F. ~~Interpretive signs or memorials~~ Memorials related to community history or natural history may be placed in accordance with the park plan, if one exists, or by approval of the committee.
- G.** A conservative approach will be taken regarding requests for ~~signs and~~ memorials in Lithia Park in order to preserve its natural and historic character.

G.H. The donation amount required to establish a memorial will include the actual costs of installing the memorial as well as maintenance costs associated with the memorial itself and general parks maintenance activities. Costs for standard memorials identified in the Standard Park Memorial Administrative Procedure document shall be assessed at the beginning of the second year of each biennium and may also be adjusted on an as needed basis to reflect rising material costs.

#### IV. Memorials that may be considered:

##### A. Historic Events

Events significant to the park's formation or development or in the development to the region of town in which the park is located.

##### B. ~~Persons, or Groups or Organizations~~

~~Persons or Community members, groups or organizations who that were influential in understanding promoting, developing, or preserving the park or region of town parks and recreation locally or regionally, as well as those who have contributed in other ways to the Community of Ashland. Persons must be deceased a minimum of one year before applications for memorial items will be accepted. Donors are encouraged to wait one year after the loss of the person being memorialized before submitting an application. Exceptions will be made for donations of items from our current needs list or when securing a standard memorial.~~

##### C. Structures

Commemorating the roles of individuals, such as designers, government agencies, and others in the development and construction of new structures located in the park.

##### ~~D. Endowment Fund~~

~~Donations can be made to the Ashland Parks Foundation's memorial endowment fund for signs, plaques, and memorials, or for the future maintenance of Lithia Park.~~

#### V. Monument Types:

A. Standard Memorials: Guidelines for standard memorial types and plaques are outlined in the Standard Park Memorial Administrative Procedures document. Standard plaques will be 1x4 inch aluminum with Times Roman text, font size 14. Words will be limited to six, with no dates listed.

B. Nonstandard Memorials: Parks staff will maintain a current needs list of potential non-standard memorials such as bridges, gazebos, trails, paths, picnic shelters, sports courts, and other park amenities. All locations, types of materials, and any other considerations will follow all parks policies and standards. Plaques made of permanent materials such as bronze, other metals, or stone ~~may~~ **May** be mounted in walls, in paving, or on cast concrete. ~~Plaques will be or can be attached to the donated item.~~

~~▪ **Other Memorials:** These include all that are three dimensional, such as statuary, structures, benches, fountains, and other items not included above.~~

## VI. Application Process

### A. Parties involved:

1. Donor: Individual or group proposing a memorial ~~or sign~~.
2. Subcommittee: A memorial review subcommittee ~~was shall be~~ formed to review proposals ~~and make recommendations~~ regarding memorials ~~and signs~~. The subcommittee ~~is shall be~~ comprised of a minimum of two Commissioners ~~members of the Ashland Parks and Recreation Commission~~ and may include other appropriate persons. The subcommittee reviews proposals in accordance with standards described herein, approves standard memorials, and makes recommendations on non-standard memorials to the Commission.

~~Duties:—~~

~~Review proposals in accordance with standards described herein and make recommendations to the full commission.~~

3. Commission: ~~Parks Commissioners~~ approves or ~~denies deny~~ the non-standard memorial request proposals, at a business meeting.

### B. Process:

- 1) For Standard Memorials:
  - a. The donor will follow the process outlined in the Standard Park Memorial Administrative Procedures document.
  - b. The Subcommittee will review all requests for compliance with this policy and the guidelines found in the Standard Park Memorial Administrative Procedures and has the authority to grant final approval.
- 2) For Non-standard Memorials:

a. ~~The donor will~~ After reviewing this policy statement, ~~and the donor submits the a~~ preliminary proposal in writing to APRC and will be reviewed by the Director for submission to the committee. Ashland Parks and Recreation, 340 South Pioneer Street, Ashland, OR 97520.

~~a.b.~~ The proposal must indicate who or what is being commemorated, the type of memorial desired, the preferred location, maintenance considerations and justification for the request.

~~c.~~ The subcommittee ~~requests detailed drawings from the donor showing full scale design, wording, typeface, materials, and location. The subcommittee forwards its recommendation to the Commission.~~ will review proposal and make a recommendation to the Commission.

~~d.~~ Commissioners will approve or deny the proposal.

~~If the recommendation is favorable: The commission reviews the drawings and makes a final approval, with any conditions noted.~~

~~If approved: The subcommittee reviews the request and/or approves associated wording.~~

## VII. Installation

Upon final approval of the memorial proposal, it becomes the donor's responsibility to coordinate and finance the fabrication, delivery, and installation of the plaque or memorial with ~~Parks Department~~ APRC staff. Any changes to standard memorials must be approved by the ~~Subcommittee~~ Commission prior to installation of the memorial. Any substantive changes to non-standard memorials must be approved by the Commissioners.

The ~~p~~ Parks ~~s~~ Superintendent inspects the memorial before and after installation to ensure that all the conditions of approval have been met.

## VIII. Removal, or Replacement and Expiration

~~Ashland Parks and Recreation~~ APRC reserves the right to move, remove, or replace any ~~sign or~~ memorial within any property under its jurisdiction for any reason. ~~if the memorial does not comply with the above policy and guidelines, if it interferes with the development of a park for its intended purpose, or for any other reason it identifies.~~

If the memorial becomes damaged beyond repair, an attempt will be made to contact the donor to repair or replace the item, or it may be removed.

After a period of ten years, standard memorials will expire and become available for rededication. The donor who initially established the expired memorial will be contacted when possible and be provided an opportunity to re-dedicate the memorial by donating the amount identified for existing memorials in the Standard Park Memorial Administrative Process document without going through the formal approval process.

Any Standard Memorial plaques removed after the 10-year period will be moved to a central location in Lithia Park.

The expiration of non-standard memorials will be handled on a case by case basis.

**IX. Date of Effect of these Guidelines**

The guidelines become effective upon adoption by ~~the Ashland Parks and Recreation Commissioners.~~

**~~2013 Amendment Recommendations from Subcommittee:~~**

- ~~• To recover all costs associated with shipping, installation and maintenance, raise prices: from \$300 to \$600 for standard bench and from \$1,200 to \$2,000 for metal-framed bench.~~
- ~~• For ongoing requests, created a "Sponsor a bench" form outlining rules and fees~~
- ~~• Implement a 10 year time limit on memorial items in parks~~
- ~~• For donations above \$5,000, authorize staff to approve a 3x4 plaque with as many words listed as space allows, Times New Roman font, size 14.~~

# Standard Park Memorial Administrative Procedures

This document contains Ashland Parks and Recreation Commission (APRC) procedures and guidelines for standard park memorials and will provide staff with direction when installing standard memorials on park amenities. The purpose of the guidelines is to establish a cohesive look throughout the park system and will provide clarity to those seeking a standard memorials.

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DRAFT

## Standard Memorials Process

The Standard Parks Memorial was created to ensure that future memorials in Ashland parks meet the vision of this policy and to expedite the implementation of new memorials for the donor, staff, and Commissioners.

- Staff will create and maintain a webpage providing information to potential donors for standard and non-standard memorials.
- Available Standard Memorial locations and memorial types will be inventoried and made available to the public via a GIS Web Application.
- When selecting a Standard Memorial, the donor will complete the online Standard Memorials Request Form. Paper copies of the form will be available upon request at the APRC administration office.
- The Standard Memorial Form will contain the following items.
  - A link to the GIS web app that lists all available Standard Memorials
  - A place for the donor to identify a specific location and memorial type
  - The list of Standard Memorials contains benches, picnic tables, drinking fountains, and bear resistant trash receptacles – Additional standard Items may be added as needs for additional amenities arise
  - Donor Contact Information
  - Information on who or what is being memorialized
- Donors will make checks payable to ~~Ashland Parks and Recreation Commission~~ Ashland Parks Foundation (APF). APRC will be reimbursed for material and labor costs. The additional funds collected for maintenance will be deposited into a restricted fund, managed by APF, which will be utilized for park maintenance including the preservation of historic elements within Lithia Park.

## Standard Memorial Benches

Various styles of benches are utilized throughout the APRC park system, which utilize wood slats or planks. See Figures 1-3 for examples of existing benches.



*Fig.1 - Full steel frame w/ wood slats located in Lithia Park*



*Fig.2 - Partial steel frame w/ woods slats located in Lithia Park*



*Fig.3 - Embedded steel support posts w/ wood planks located in Lithia Park*

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on benches with wood slats or planks.

- Plaque size: 1" x 4" - Install on the uppermost backboard, centered
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface

The following guidelines will be used when installing a new bench where it is determined that the characteristics of the site are more suited to utilizing an embedded steel support posts that does not require a concrete pad. Figure 3 meets these guidelines. Figures 1 and 2 are examples of steel benches with wood slats that do not meet these guidelines.

- The frame should be constructed of a durable weather resistant material such as steel and able to be embedded into the ground
- Length: 5'
- Wood Planks: (4) 2" x 4" and (2) 2" x 6" installed as pictured in Figure 3 above – steel planks could also be utilized

**New Wood Cost: \$1,000**

**Existing Wood Cost: \$750**

The following guidelines will be used when retiring existing wood benches or when procuring a new bench and the characteristics of the site are more suited to utilizing a steel bench. Figure 4 is an existing steel bench that meets these guidelines.

- Length: 6'
- Color: Black or Dark Green
- Constructed of a durable weather resistant material such as powder coated steel
- Include sufficient space between slats to allow water to run off
- Ability to secure the bench to concrete with removable bolts to allow for off-site maintenance
- A uniform concrete pad should be poured to secure the bench
- Availability to purchase a plaque designed for the bench and utilize plaque guidelines above taking available plaque dimensions into consideration



*Fig. 4-All steel bench located in Ashland Creek Park*

**New Steel Cost: \$ 3,400**

**Existing Steel Cost: \$2,550**

## Standard Memorial Tables

Various styles of tables are utilized throughout the APRC park system which utilize wood planks or are completely constructed of steel. See Figures 1-3 for examples of existing tables.



Fig. 1 - Standard wood table located in Lithia Park



Fig. 2 - Non-Standard wood table located in Lithia Park



Fig. 3 - Standard steel table located in Garfield Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on wood tables.

- Plaque size: 1" x 4"
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface

The following guidelines will be used when installing a new table where it is determined that the characteristics of the site are more suited to utilizing a wood table. Figure 1 meets these guidelines. Figure 2 is an example of a higher quality wood table found in Lithia Park that would be considered non-standard.

- Allow for wheelchair access at the ends of the table when located in an ADA accessible area
- The frame should be constructed of a durable weather resistant material such as steel
- Length: minimum 5'
- Wood Planks: (3) 2" x 12" for the table top and (1) 2" x 12" for each seat

**New Wood Cost: \$1,100**

**Existing Wood Cost: \$825**

The following guidelines will be used when procuring a new table and the characteristics of the site are more suited to utilizing a steel table over a wood table. Figure 3 is an existing all steel table. Figure 4 is an example of all steel table. Both meet these guidelines.

- ADA Compliant
- Constructed of a durable weather resistant material such as powder coated steel
- Color: Black, Dark Green, Blue or Brown
- Includes spaces on seats and table top to allow water run-off
- Shape: Square, round or rectangular
- Availability to purchase a plaque designed for the table and utilize plaque guidelines above taking available plaque dimensions into consideration



Fig. 4 - Example of standard steel table

**New Steel Cost: \$2,300**

**Existing Steel Cost: \$1,725**

## Standard Memorial BBQ Grills

Currently, BBQ Grills are installed at Lithia Park and Garden Way Park. One of the reservable sites at Lithia Park has a large grill installed. The other grill in Lithia and Garden Way Parks are smaller and similar in size. Figures 1 – 3 are examples of existing APRC grills.



*Fig. 1 - Small grill located at the Madrone Picnic Area in Lithia Park*



*Fig. 2 - Large grill located at Hillside Picnic Area in Lithia Park*



*Fig. 3 - Newly installed grill located at Garden Way Park*

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on BBQ Grills.

- Plaque size: 1" x 4"
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the side of the grill, centered

The following guidelines will be used when procuring a new BBQ Grill. Figures 1 & 2 do not meet these guidelines. Figure 3 meets these guidelines.

- Firebox constructed of thick steel, be finished with a non-toxic corrosion resistant material and contain drainage holes
- The grate should be constructed of steel
- The grate height should be adjustable
- Stand should be constructed of heavy-duty metal with the ability to mount into concrete
- Ability to swivel is preferred
- The grilling surface should be a minimum of 420 square inches
- The fire box dimensions should be a minimum of 23"L x 18"D x 10"H

**New BBQ Grill Cost: \$900**

**Existing BBQ Grill Cost: \$675**

## Standard Memorial Drinking Fountains

Various styles of Drinking Fountains are utilized throughout the APRC park system. See Figures 1-3 for existing examples.



Fig. 1 - Concrete fountain at Lithia tennis courts



Fig. 2 - ADA fountain without bottle filler at Garden Way Park



Fig. 3 - Newly installed ADA fountain with bottle filler at Garfield Park

The following guidelines will be used when installing a standard memorial plaque on Drinking Fountains

- Plaque size: 5" x 7"
- Material: Aluminum or other weather resistant material
- Font: Friz Quadrata
- Words: As many as space allows
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the side of the drinking fountain using a plaque that conforms to the curve of the fountain

The following guidelines will be used when procuring a new Drinking Fountains. Figures 1 & 2 do not meet these guidelines. Figure 3 meets these Guidelines.

- ADA compliant
- Casing: Constructed of a durable weather resistant material such as cold rolled steel with anti-corrosion coating
- Basin: Constructed of durable weather resistant material such as stainless steel
- Color: Green
- Vandal resistant features
- Includes a bottle filler
- Where appropriate, dog accessible bowls should be considered (see Figure 4)

**New Fountain Cost: \$4,300**

**Existing Fountain Cost: \$3,225**



Fig. 4 – Example of dog accessible fountain

## Bear Resistant Trash Receptacles

Bear resistant trash receptacles are located within Lithia Park and not currently utilized on other park properties.

The following guidelines will be used when installing a standard memorial plaque on Bear Resistant Receptacles.

- Plaque Size: 5" x 7 "
- Material: Aluminum
- Font: Friz Quadrata
- Words: As many as space allows
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the large front access door, centered

The following guidelines will be used when procuring a new bear resistant trash receptacle. Figure 1 meets these guidelines.

- ADA Compliant
- Ability to attach an add on receptacle to collect recyclable materials
- Dual shoots are preferable to allow for the ability to expand recycling options
- Color: Forrest Brown or Green
- Constructed of corrosion proof steel or a similarly durable material
- Hardware constructed of corrosion proof material such as zinc coated steel



Fig. 1 - Bear resistant trash receptacle located in Lithia Park

**New Bear Can Cost: \$3,600**

**Existing Bear Can Cost: \$2,700**

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Patrick Oropallo, Golf Course Manager  
**DATE:** November 12, 2019  
**SUBJECT:** Golf Greens Fees Adjustment (Action)

---

### SITUATION

After proposing Golf Course fees that were adopted by the Commission on April 22, 2019, I would like to propose an adjustment to those fees based on OKGC customer feedback received over the summer 2019 season.

### BACKGROUND

Below are the rates that were adopted by the Commission in April of 2019 and the current fees.

<b>Greens Fees In Season</b>	<b>Oak Knoll (Adopted 2020)</b>	<b>Oak Knoll Golf Course (Current)</b>
Weekday 9 Holes	\$ 18.00	\$ 16.00
Weekday 18 Holes	\$ 28.00	\$ 24.00
Weekend 9 Holes	\$ 20.00	\$ 16.00
Weekend 18 Holes	\$ 30.00	\$ 24.00
Twilight WD 9 Holes	\$ 15.00	\$ 10.00
Twilight WD 18 Holes	\$ 22.00	\$ 18.00
Twilight WE 9 Holes	\$ 15.00	\$ 10.00
Twilight WE 18 Holes	\$ 22.00	\$ 18.00
Senior WD 9 Holes	\$ 16.00	\$ 14.00
Senior WD 18 Holes	\$ 26.00	\$ 22.00
Senior WE 9 Holes	\$ 18.00	\$ 14.00
Senior WE 18 Holes	\$ 28.00	\$ 22.00

The adopted rates were set to be instituted on March 1, 2020.

## ANALYSIS

### Golf Fees

Based on feedback from several users and a reevaluation of the recently approved fee increase at the golf course, staff is concerned that the fees that were adopted in April were high enough to potentially affect the appeal of Oak Knoll Golf Course to local golfers. Some of the advantages of the fees that were adopted in April include using price segmentation to appeal to a broader audience, new rates that never existed before and increased cost recovery efforts. On the downside, this also means that some fees would increase as much as 25% and may push our current customers away.

The new proposal is a softer and more subtle approach. The proposed fee increases are approximately 7% across all green's fees. This is a smaller increase and is more palatable to current and potential golfers as opposed to one larger increase. The amended proposal should satisfy our need to increase green fee rates and sufficiently address the customer's desire for affordable golf.

The recommended fees listed below maintain our position as a "value golf course", aid in our cost recovery efforts and is a simpler approach at \$1 across all greens fees types. On the downside, price increases will have to take place more frequently and there will be a lack of price segmentation and the senior cart fee would be eliminated.

## RECOMMENDATION

I am recommending that the Commissioners decrease the rate of increase in golf fees, as proposed below. The amended fees will still achieve the desired outcome of increased golf fees, without unintentionally affecting the desirability of Oak Knoll Golf Course as a local nine-hole course. Staff recommends that the Commissioners move forward with the proposed fee increases listed below beginning March 1, 2020.

<b>Greens Fees In Season</b>	<b>Oak Knoll (Adopted 2020)</b>	<b>Oak Knoll (Current)</b>	<b>Oak Knoll (Proposed)</b>
Weekday 9 Holes	\$ 18.00	\$ 16.00	\$ 17.00
Weekday 18 Holes	\$ 28.00	\$ 24.00	\$ 25.00
Weekend 9 Holes	\$ 20.00	\$ 16.00	\$ 17.00
Weekend 18 Holes	\$ 30.00	\$ 24.00	\$ 25.00
Twilight WD 9 Holes	\$ 15.00	\$ 10.00	\$ 11.00
Twilight WD 18 Holes	\$ 22.00	\$ 18.00	\$ 19.00
Twilight WE 9 Holes	\$ 15.00	\$ 10.00	\$ 11.00
Twilight WE 18 Holes	\$ 22.00	\$ 18.00	\$ 19.00
Senior WD 9 Holes	\$ 16.00	\$ 14.00	\$ 15.00
Senior WD 18 Holes	\$ 26.00	\$ 22.00	\$ 23.00
Senior WE 9 Holes	\$ 18.00	\$ 14.00	\$ 15.00
Senior WE 18 Holes	\$ 28.00	\$ 22.00	\$ 23.00

## **Email Received**

I Live adjacent to Oak Knoll golf course. I am not an avid golfer although I play approximately 20 rounds of golf each year at Oak Knoll golf course. I always use one of the discounts: Internet coupons, twilight rates, or four holes for five dollars. I almost always play alone so I can pick the best value and the best time of day to play.

I realize the golf course does not receive a lot of rounds and the maintenance cost exceed the revenue. I would like to see more golfers and more use of the golf course. I am not opposed to raising the green fees however I feel that the fees you have proposed are inequitable. Your proposed rates will make Oak Knoll the most expensive nine-hole golf course in the valley and approaching the green fees for 18-hole golf courses. This is likely to discourage me from playing here as often.

The rates you have proposed vary from a 12% increase for weekday nine holes all the way to a 50% increase for twilight nine holes. Other rates increase anywhere from 15% to 30% with the average appearing to be approximately 25%. I am not sure of your logic but I think a more equitable approach would be to raise all current rates by the same percentage such as 15% (Rounded to the nearest dollar). This approach will keep Oak Knoll the best value golf course in the valley without keeping casual golfers such as myself from playing on the golf course because of large increases in the fees for the value tee times.

I also encourage you to look at other ways to provide value to the golfer for both the avid golfer and the casual golfer such as myself. For example, perhaps a 10% discount for foursomes to encourage more group players, or monthly individual memberships for unlimited off-peak golf. I also encourage you to keep the twilight or super twilight discounts relatively inexpensive and keep the unpublished deal of four holes for five dollars or perhaps six dollars as that is beneficial for those who don't want to play a full round of golf.

I enjoy playing at Oak Knoll and as a neighbor I want to see it succeed. Please reconsider or recalculate your suggested rate increases and look for ways to encourage more golf rounds to increase revenues aside from large percentage increases in greens fees.

## **CONCLUSION**

The feedback received was similar to the above email that I received in May. Price increases are normal and acceptable but must be commensurate with the market and appropriate in size.

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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Patrick Oropallo, Golf Course Manager  
**DATE:** November 12, 2019  
**SUBJECT:** Membership Fees Adjustment (Action)

---

### SITUATION

The limited number of membership offerings are impacting our ability to enroll more members and grow revenue.

### BACKGROUND

We currently require membership fees to be paid in full at the time of the transaction, and we do not currently offer a monthly option for membership fees. I would like to propose new membership offerings with a monthly option. The customer will pay slightly more for a membership if they elect to pay monthly, however, having the ability to amortize the membership over 12 months is a great benefit that many will utilize.

### ANALYSIS

Determining proposed annual fees was accomplished by considering current fees at Oak Knoll and comparing to like facilities in Oregon such as Quail Point, Stewart Meadows, Oakway Golf Course, River Ridge and Laurelwood, all nine-hole facilities.

### *PROPOSED ANNUAL MEMBERSHIP FEES*

	Adult (Current)	Adult (Proposed)	Senior/Vet (Current)	Senior/Vet (Proposed)	Couple/Domestic Partnership (Current)	Couple/Domestic Partnership (Proposed)
Annual (Paid in Full)	\$ 1,100.00	\$ 1,099.00	NA	\$ 999.00	NA	\$ 1,299.00
Monthly Price (12 month Commitment)	NA	\$ 110.00	NA	\$ 100.00	NA	\$ 125.00
Monthly (Annual Total)	NA	\$ 1,320.00	NA	\$ 1,200.00	NA	\$ 1,500.00
\$ Diff.	NA	\$ 221.00	NA	\$ 201.00	NA	\$ 201.00

	Junior (Current)	Junior (Proposed)	Family +2 (Current)	Family +2 (Proposed)
Annual (Paid in Full)	NA	\$ 199.00	NA	\$ 1,499.00
Monthly Price (12 month Commitment)	NA	NA	NA	\$ 140.00
Monthly (Annual Total)	NA	NA	NA	\$ 1,680.00
\$ Diff.	NA	NA	NA	\$ 181.00

Special Memberships	Snow Bird 6 mo. (Current)	Snow Bird 6 mo. (Proposed)	SOU Student (Current)		SOU Student (Current)	SOU Student (Proposed)
	NA	\$ 750.00	NA	Fall Term	NA	\$ 215.00
			Winter Term	NA	\$ 215.00	
			Spring Term	NA	\$ 300.00	
			Summer Term	NA	\$ 380.00	

	Current Program in Place
	Proposed Program

## RECOMMENDATION

I am recommending that the Commission adopt the proposed Annual Membership Fee program beginning March 1, 2020.

**POTENTIAL MOTION:** I move to approve the OKGC proposed fees and annual membership fees as presented by staff to begin on March 1, 2020.

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**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Michael Black, Director  
**DATE:** November 20, 2019  
**SUBJECT:** Community Center Update

---

At the Study Session on November 18, 2019 Commissioners directed staff to report on status of the Ashland Community Center.

The Ashland Community Center is a wooden structure constructed across from Lithia Park by a civic organization in 1922 and donated to the City of Ashland some years later. In the Spring of 2019, the City of Ashland contracted with Marquess Engineering to conduct an inspection of the facility. A draft report prepared by the engineer found the northern wall of the structure was bowing outward and concluded the current condition of the structure is “unacceptable.” As a precaution, upon recommendation by the City Building Official, the building will not be available for occupancy by the public until the structure has been deemed safe.

The Ashland Community Center is owned and maintained by the City of Ashland. The APRC Recreation Division managed rental of the facility on an hourly basis to 20 or so groups each week. APRC has since made every effort to accommodate the groups elsewhere.

The engineer’s draft report says structural renovation is needed within the roofing system and may require complete removal and repair of the existing roof and ceiling structure over the main hall of the building. The City will be seeking further engineering analysis to determine the cost and duration of full restoration and repair and to determine the feasibility of temporary measures to alleviate safety concerns.

Currently, the City is working on a plan to address the aforementioned structural issues with the building; however, at this time there are no plans for construction nor timeline to report to the Commissioners on the project. As staff receives information from the City, regarding the renovation of the Community Center, we will pass that information along to the Commissioners.

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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Rachel Dials, Recreation Superintendent

**DATE:** November 25, 2019

**SUBJECT:** Recreation Division Advisory Committee (R-DAC) Formation

---

### Situation

Staff is seeking approval of seven applicants to the Recreation Division Advisory Committee(R-DAC) that was formed by the Commission on August 26, 2019. nine applications were received. The purpose of the R-DAC is to advise the Commission on matters related to the Recreation Division's programs and services and to coordinate with the Recreation Superintendent and APRC Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

### Background

At the November 2018 study session staff brought forward a proposal for consideration to the Commission to form a Recreation Advisory Committee. The proposal was based on recommendations from the 2016 Performance Audit. The policy is based on two of the recommendations from the audit which state:

- #22: Establish an in-house task force process to explore and develop program alternatives and strategies to increase participation from currently underserved groups in the community; and
- #23: Establish a process to create greater opportunity for participant and resident input in recreation programs to increase the overall effectiveness of and support for department programs.

These recommendations have resulted in the Commissions support for the formation of the R-DAC. According to the policy, the R-DAC membership shall be composed of nine (9) voting members that include seven (7) members representing program participants and community partners with a minimum of two (2) maximum of four (4) in each category. Two (2) Ashland Parks and Recreation Commissioners will make up the other two voting member spots.

## **Assessment**

Nine applications were received for seven open positions on the R-DAC committee. All applicants were qualified and provided information on their abilities to serve on the committee. APRC Chair Gardiner along with staff input, assessed all applications using the R-DAC formation policy and selected seven applicants that best represent the areas of focus and goals of the R-DAC. The recommended applicants and their background info are listed below as well as which category fits their background and experience.

## **Community Partners. Four Members representing needs and industry knowledge from organizations providing recreational opportunities:**

- **Cori Grimm:** Bachelors and Masters in Linguistics. 15 years teaching ballroom and other dance classes through APRC and 20 years managing the Evergreen Ballroom in Central Point.
- **Rebecca Bjornson:** BS in Urban Planning, Med Education and MAT Special Education. A special education teacher in the Ashland School District who has lived in this community since 2007. Also serves as an adjunct instructor for Southern Oregon University. Also practices and teaches yoga.
- **Jordan Rose:** An event organizer and new dad with a focus on community fundraising for the past 20 years. Over the past three years has worked with APRC to create Lithia Silent Discos on First Fridays in Ashland.
- **Valerie Rogers:** Masters and Bachelors in Geosciences, Minor in Music. three years partnering with APRC to produce the Ashland World Music Festival. 14 years of experience including eight as a Volunteer Coordinator for a non-profit, Friends of Buford Park, that partnered with Lane County to manage native ecosystems and compatible recreation on a 2000-acre public park/nature reserve near Eugene OR. seven years as organizer of "Village Harmony" world music signing camp for adults. 25 years grant writing experience for environmental, arts and other projects.

## **Program Participants. Three Members representing participant needs and knowledge from a participant point of view:**

- **Elizabeth Morris:** BA in Journalism. Nutrition and Culinary Certificates. Co-founder and Co-creator of Project Up which is a performing arts club and camp for students with disabilities. Beth would like to work with and advise APRC in making programs accessible and inclusive to people of all ages with disabilities.
- **Pam Downs:** Bachelors in Kinesiology. User of parks and the Daniel Meyer Pool. A pool and parks advocate who would love to create a swim program for all ages.
- **Risa Buck:** Masters in both Applied Philosophy and Community Development and a Bachelors in Philosophy. Currently serves on the Ashland Conservation Commission, was a member of the Ad-Hoc Pool Committee and an advocate for and a participant of programming at the Nature Center.

Staff will work with the committee to stagger term limits to ensure there are always a minimum number of members on the R-DAC Committee .

Staff is recommending approval of the seven R-DAC members as presented in this memo.

## **Recommendation**

**I move to approve the formation of the RDAC Committee and appoint the seven members identified in the staff report.**

- 1. Cori Grimm**
- 2. Rebecca Bjornson**
- 3. Jordan Rose**
- 4. Valerie Rogers**
- 5. Elizabeth Morris**
- 6. Pam Downs**
- 7. Risa Buck**



**Ashland Parks and  
Recreation Commission**

**COMMISSION POLICY**

<b>TITLE FORMATION of the RECREATION DIVISION ADVISORY COMMITTEE</b>	<b>PAGE 1 of 2</b>	<b>POLICY No.</b> CP.R.2019.08.26
<b>EFFECTIVE DATE: 8/26/2019</b>	<b>REVISED DATE</b>	N/A

**APPROVED BY COMMISSIONER ACTION**

The Charter of the City of Ashland, **Article XIX – “Park Commission,”** gives the Ashland Parks and Recreation Commissioners the *“power to formulate and adopt rules and regulations for their government.”* This authority allows Commissioners to adopt rules and policies through the public process in order to provide organization, aide in decision making and to provide regulation for park and facility uses in order to achieve the goals of the APRC and protect people, the environment and assets and to ensure fair and equal use of parks by all users.

**PURPOSE**

The Recreation Division Advisory Committee (R-DAC) purpose is to advise the Ashland Parks and Recreation Commissioners on matters related to the Recreation Divisions programs and services and to coordinate with the Recreation Superintendent and APRC Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

The Recreation Division oversees the operations of the Ashland Rotary Centennial Ice Rink, Daniel Meyer Pool, Nature Center, indoor and outdoor facility rentals, volunteer (VIP program) special events and general youth, adult and therapeutic recreation programs.

**GENERAL PROVISIONS**

***Committee Make-up***

The RDAC membership shall be composed of up to nine (9) voting members, as follows:

- Up to seven (7) members representing program participants and community partners, with a minimum of two (2), maximum of four (4) in each category
- Two (2) Ashland Parks and Recreation Commissioners

***Meetings***

*R-DAC will meet every other month or as needed.*

TITLE : FORMATION of the RECREATION DIVISION ADVISORY COMMITTEE	Page 2 of 2	POLICY No.
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**Staff Support**

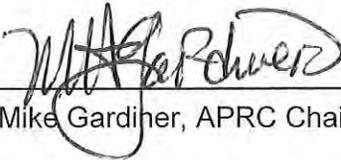
The Recreation Superintendent and/or APRC Director will attend and assist in the planning advertising and management of the R-DAC meetings.

**Term Limits**

The term of each R-DAC member will be three (3) years, with no member serving more than two (2) consecutive terms.

**Bylaws and Program Mission**

Once the R-DAC Members are appointed by the Commissioners, they will create R-DAC Bylaws in collaboration with APRC staff and approval of the Parks Commissioners at a regular business meeting. The R-DAC may also choose to develop a strategic plan and revise their mission and vision statement concurrent with the adopted goals of the Commissioners.

Approved:  Date: 9/16/19  
Mike Gardiner, APRC Chair

Approved, as to form:  Date: 9/3/19  
Dave Lohman, City Attorney