

**MINUTES FOR REGULAR BUSINESS MEETING  
ASHLAND PARKS & RECREATION COMMISSION  
December 9, 2019  
The Grove, 1195 E. Main Street**

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

Absent: City Council Liaison Mayor Stromberg

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**II. APPROVAL OF MINUTES**

APRC Special Business Meeting – November 18, 2019

**Motion:** Landt moved to approve the Minutes from August 19, 2019 with changes. Heller Seconded.

**Vote:** The vote was all yes

**Changes to the Minutes:**

Under Revenue Bond – Additional Project Funding, the statement that “resurfacing the tennis courts would be a maintenance activity,” should state that it would be a “repair and rehabilitation activity.”

**III. PUBLIC FORUM**

None

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

Landt requested that item V.4. Community Center Letter, be tabled for a future date.

**V. UNFINISHED BUSINESS**

**1. Silent Disco/Movies in the Park Report (Information)**

Dials reviewed the staff report included in the [meeting packet](#) and introduced Jordan Rose from Silent Movement. The presentation included the following items:

- Dials is providing a report on the program at the direction of Commissioners when the program was initially approved. Feedback from the community was overall positive. The only negative comments were in regard to paying for headphones for the Movies in the Park program. Dials stated that scholarships were used to offset the costs for some attendees
- Inclusivity measures included using equipment geared for the hearing-impaired community were made available for silent disco participation. An app that provided subtitles for movies was also utilized for Movies in the Park
- Attendance for Movies in the Parks ranged from 150-300. Silent Disco attendance ranged from 400-500 people at each event
- Gardiner requested that staff communicate that there is a cost for using the headphones for the movies in the park
  - Rose stated that this was included in outreach materials
  - Dials stated that this is something APCR can work on in future communications
- The Silent Disco events are close to capacity and that there is not a desire to grow attendance for these events. Headphones were sold out at multiple events. Silent Movement will look into holding multiple events during some months to address demand
- It is necessary for Movies in the Park to start later in the evening at dusk
  - Landt suggested reviewing the time of year when movies are screened to allow an earlier start time
- Silent Movement will be making a voluntary, unrestricted donation to the Ashland Parks Foundation of 10% Net Income
- APCR staff engage in any onsite management of the events
- The first Silent Disco next year is likely to occur the first Friday in May

**2. Trails Master Plan (TMP) Approval (Action)**

Black reviewed the staff report included in the [meeting packet](#). The presentation included the following items:

- Black is asking that a motion be made for approval. The TMP would go to the Council
- Black presented the following proposed amendments to provide more clarification in the document
  - Pg. 48: ~~A portion of the Hald Strawberry property adjacent to Strawberry Street~~ ~~The Westwood open space~~ may serve as a trailhead.
  - Pg. 53: Development of the Ashland Pond open space area with proposed fish habitat restoration and riparian zone improvements along the Ashland Creek confluence with Bear Creek. ~~Completion of either of these two bridges, across Wrights Creek or Ashland Creek, could include a bridge across Bear Creek, thus completing the Wrights Creek would complete the~~ component of linkages for trails around the entire city of Ashland.
  - Pg. 58: The Ashland Creek corridor connects to the ~~Ashland Watershed open space and several APRC open spaces contiguous to or connected via trail to Eastside and Westside areas~~ near the southern end of Lithia Park.
  - Pg. 59: A trail access point should be considered at Ashland Creek Park with parking ~~nearby, on public property or through a public/private partnership on nearby private property.~~ ~~offered by Ashland Christian Fellowship Church.~~
  - Pg. 63: Black will clean up the language to better clarify the potential for two separate trails to be established along Rocca Creek and Paradise Creek.
  - Pg. 68: This access point ~~would~~ ~~should be considered in the future to~~ relieve the congestion, parking and safety issues that currently make the Park Street trailhead problematic.
  - Pg. 7: It became apparent that, while it ~~was easy~~ ~~is easier~~ to get through town on the major ~~continuous~~ lateral trails, it ~~was is~~ challenging to cross between the laterals and travel up or down slope ~~due to segmentation of the trails.~~
  - Pg. 15: The Ashland TSP has identified a prioritized list of Safe Routes to School and other sidewalk projects. The TSP and this TMP will strive for consistency and coordination in this area ~~and for sidewalks on all school routes, on both sides of the street.~~
  - Pg. 37: ~~The~~ ~~While the permanent BCG is pursued – several properties and bridges must be acquired/built prior to the permanent route being dedicated for use – a temporary~~ BCG route is planned to connect from Oak Street through the newly acquired APRC property below Clinton Street, then connect with North Mountain Avenue and North Mountain Park.
  - Pg. 42: A safe pedestrian crossing is needed ~~at the intersection~~ Oak Street, railroad tracks and Van Ness St, which continues to be a problematic intersection for motorized, bike and pedestrian traffic.
  - Black stated that there are additional non-substantive edits to maps in the document that he will have the GIS Department address.

**Motion:** Landt moved for approval of the Trails Master Plan as presented will all the changes that Director Black made, including text for why the map shows the Central Bike Path on both side of the track with understanding that clarifying changes will be made to the maps. Seconded by Lewis.

**Discussion:** Landt stated this document compares favorably with the Lithia Park Master Plan. It is professionally done and those involved should be proud and Landt whole heartily supports the plan. Heller concurred with this statement. Black added that Steve Jensen, Jeff McFarland and Luke Brandy played a large role in updating the document.

**Friendly Amendment:** Landt stated that the current motion does not mention including current Commissioners and Council Members on the acknowledgement page. Landt requested friendly amendment that sitting Commissioner and Council Members be included on the acknowledgement page along with people that were directly involved with updating the document. Lewis agreed to accept the amendment.

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

### 3. 2020 Meeting Schedule (Action)

Black reviewed the staff report included in the [meeting packet](#). The presentation included the following items:

- There is a typo in Possible Motions included in the staff report. The motions should state the 2<sup>nd</sup> “Wednesday” of the month rather than the 2<sup>nd</sup> “Monday”
- The 1<sup>st</sup> Wednesday of the month would be for the Study Session. The 2<sup>nd</sup> Wednesday of the month would be for the Regular Business Meeting
- After this was last discussed at the November meeting, it came to the attention of staff that the courts have Council Chambers reserved until 6:00 p.m.
  - Staff is now recommending a start time of 6:30 p.m. and will reach out to the courts to determine if the start time can be moved to 6:00 p.m. in the future
- The earliest this new schedule could start is March
- Black recommended adopting a 3-hour time limit

**Motion:** Landt moved to hold Study Sessions on the 1st Wednesday of the month and the Regular Business Meetings on the 2nd Wednesday of the month. Both meetings are to be held in Council Chambers with a start time of 6:30 p.m. The transition to the new schedule with start in the month of March. Seconded by Lewis.

**Discussion:** Landt stated that the City Council has a stipulation on an end time; however, this has not been an issue for APRC. Landt stated that there is not a need to make a rule for something that is not an issue. Study Sessions and Business Meetings do not currently have a time limit.

Heller stated a concern of not adopting a time limit for meetings.

Gardiner inquired if the motion allows for a start time of 6:00 p.m. if staff is able to work this out with the courts. Landt stated that if the new time works, the Commissioners can make a change to the start time at a future meeting if it is possible.

**Vote:** The vote as 4 yes and 1 no. Heller voted no.

#### 4. Community Center Letter (Action)

This item was tabled to be addressed at a future meeting

## VI. NEW BUSINESS

### 1. Fiscal Year 2019 Budget/Q1 FY 20 Review (Action)

Kiewel reviewed the staff report included in the [meeting packet](#). The presentation included the following items:

- Last fiscal year ended on June 30, 2019
  - The auditor took longer to complete the audit than in past years
  - Last Fiscal Year was accepted by the audit commission and signed with no issues
  - EOFY 19 ending balance: \$842,877
  - FY19 revenue highlights: increased 10.97% of FY 18; pool revenue was up 2.63%; Ice Rink \$8,639 increase; additional increases were realized in the MOU with the City for maintenance agreements
    - Black stated that the ending balance from FY19 was planned to make it through the current biennium. The FY 19 balance was rolled over into this biennium. Black is not planning to have an ending fund balance at the end of this biennium. Black expects to see 98% in expenditures
- Landt inquired about the plan for the meeting budget for the next biennium
  - Black stated that staff does an ongoing review of personnel decisions when positions becomes open; staff continually looks to increase revenue and decrease expenses where possible
- Black stated that the City of Ashland evaluates how much funds are provided to APRC through the general fund during the budgeting process. In the past, APRC has received \$2.09 per \$1,000 of assessed value (\$2.09) from property taxes. This biennium, due to budget constraints at the city, APRC received \$1.89.
  - This reduction was agreed to by Black and the Commissioners as a one-time reduction to help the City address the budget shortfall

- Black and Gardiner are working on an MOU that established the historically provided figure of \$2.09 to establish that the park system and services provided were built using a specific level of funding. If the reduced funding were to continue in the future, it would have negative impacts on APRC operations
- Landt stated that there is information in the City Charter regarding a specific level of funding for parks
- Black suggested establishing ongoing meetings to discuss long-term funding strategies
  - Gardiner would like to work toward an MOU identifying \$2.09 as the guaranteed level of funding so the decrease in funding does not become the norm
  - Those involved in the long-term funding strategy meetings will work to compile information to support maintaining funding of APRC at \$2.09
  - Black recommended a motion to direct the Long-range Planning Committee to review finance issues on a subcommittee level to bring back to Commissioners at a future meeting
- Kiewel reported that the expenses for Q1 of the current fiscal year are trending a little high due to up front seasonal costs such as temporary employees and irrigation costs
- Forestry is now being budgeted separately to better assess costs of the Forestry program. Forestry includes maintenance done on trails and open space (non-manicured parks)
- There has been a slight loss of revenue due to the early closure of the pool because of the deteriorating state of the pool
- Black stated that expenses will naturally drop in the winter and we should be back on track with budgeted expenditure levels

**Motion:** Landt moved to acknowledge the reported year-end and quarterly financial report as presented. Seconded by Heller.

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

**Motion:** Landt moved that the Long-Term Planning Committee work with the Parks Director on strategies for revenue enhancement and expenditure cost reduction. Seconded by Gardiner.

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

## VII. ITEMS FROM COMMISSIONERS/STAFF

Bell stated that current projects and activities are not sustainable because of the use of fossil fuels. Bell suggested putting something on the lines of a pledge that APRC will work on reducing its greenhouse gas footprint. Bell offered to write a draft document and bring it back to the group for consideration. Discussion on this topic included the following points:

- Landt stated an interested in hearing about this item informationally prior to acting and suggested that staff should be involved in the drafting process
- Black suggested looking at the City of Ashland Climate and Energy Action Plan (CEAP) as a starting point
- Heller suggested consulting with Stu Green in the City Conservation Office
  - Black stated that Green is consulted on projects, such as identifying more sustainable heating mechanisms for the pool
- Black stated APRC could work on a framework that could be used to evaluate all projects
- Black reported that APRC follows CEAP when purchasing new vehicles, which resulted in purchasing electric golf carts
- Lewis suggested this conversation be started at the Current Parks, Conservation, and Maintenance Subcommittee
  - Bell stated a concern that placing this at the subcommittee level will result in getting into the weeds on the issue and does not move forward. Bell called for an executive level direction that informs the direction of APRC moving forward
  - Landt stated he is hearing a sense of urgency and suggests meeting with the Director on the matter and work through the process at the subcommittee level to make it happen. It will take work where ever the process is placed
  - Black suggested placing the item on the agenda of the Current Parks, Conservation, and Maintenance Subcommittee, talk about what goals should be accomplished and staff can work on higher level policy to bring it back to the subcommittee and then the Commissioners.

Heller inquired about a date for the first RDAC meeting. Dials responded that a date has not been set.

Black announced that a significant amount of work has been accomplished on the Lithia Hillside fuels reduction project.

Oxendine reported that numerous large trees were lost in the recent storm. One at Ashland Creek Park and the White mulberry tree by the upper duck pond.

Black reported on the following projects:

- Once plans for the Japanese Garden are provided by the designer the contract can move forward
- The RFP for the pool is under review by legal
- The RFP for the design portion of the E Main Park is underway

At the request of Heller on pickleball, Black reported that the engineer recently emailed him stating they are still working on the design. Black stated that once the designs are available, APRC will hold a public meeting to take comments. The funding, revenue bond, still needs to get approved by the City Council which is scheduled to go to Council December 17, 2019.

Landt stated that the Black oak near playground that was removed four years ago has yet to be replaced. Landt suggested moving forward with removing the stump and planting a replacement.

Landt also inquired about frisbee golf course in the parks system. Black reported that APRC has not heard demand to install a course.

Gardiner encouraged Commissioners to volunteer to write an article for the Parks View in the Ashland Tidings for February and beyond.

#### **VIII. UPCOMING MEETING DATES**

1. Current Parks, Conservation, and Maintenance Subcommittee – December 10, 2019
  - Lithia Cabin, 340 S. Pioneer St.—2:00 p.m.
2. Bee City USA – January 8, 2020
  - Nature Center, 620 N. Mountain Ave.—3:00p.m.
3. Ashland Senior Advisory Committee—January 13, 2020
  - Ashland Senior Center, 1699 Homes Ave—3:30 p.m.

#### **IX. ADJOURNMENT**

The meeting adjourned at 9:02 p.m.

Respectfully Submitted  
Sean Sullivan,  
Executive Assistant