

**MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
October 14, 2020
Electronic Meeting – 6:30 p.m.**

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

Absent: City Council Liaison Mayor Stromberg

*Joined at 6:42 pm, at the beginning of Emergency response update

I. CALL TO ORDER

The meeting was called to order at 6:31 p.m.

II. APPROVAL OF MINUTES

APRC Special Meeting – September 23, 2020

Motion: Landt moved to approve the Minutes from September 23, 2020 as presented. Lewis Seconded.

Vote: The vote was all yes

III. PUBLIC FORUM

Gardiner called on the speakers and noted that Director Black has been designated as the representative of the Commissioners to deal with all real estate matters.

Amy Gunter of Rogue Planning and Development Services spoke as a representative of Mardi Mastain who is the owner of the 114 Granite Street. Ms. Mastain is the owner of the Historic Raggedy Anne Bungalow, which is currently located on APRC property. Gunter stated that the property owner would like to engage in additional conversations on a permanent solution with the property.

Mardi Mastain of Ashland reaffirmed that she would like to engage in additional talks regarding the property where the historic cottage is located.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

None

V. UNFINISHED BUSINESS

1. Emergency Response Updates (Information)

Dials reviewed the staff report included in the [meeting packet](#). In addition to the items listed in the staff report, the following items were discussed:

- Black stated that the memo is now out of date and that the City of Ashland declaration of emergency for the Alameda for has been withdrawn
- The City of Ashland and APRC are in standby mode and ready to assist where able to do so
- Jackson County has taken the lead on the response and recovery effort and is working directly with FEMA
- APRC is managing a website and phone line that provides resources to those impacted by the fire: ashland.or.us/ashlandresponse; 541-552-2500
- Dials reported that a total of 158 calls have been received and that phone calls are dropping; There have been 8,848 unique views to the website
- Black stated that most displaced people are staying with family/friends per a report received from recovery organizers
- Dials stated that FEMA set up a registration service at The Grove for three days last week

VI. NEW BUSINESS

1. Insurance Premium Increase (Information)

Black reviewed the staff report included in the [meeting packet](#). In addition to the items listed in the staff report, the following items were discussed:

- APRC provides insurance for employees and covers 95% of the premium; Employees pay 5% of the premium
- Increases to employee’s premium contributions has been discussed at the City of Ashland in the last budget cycle
- City of Ashland will be increasing insurance premium contributions for non-represented employees from 5% to 7.5% on 1/1/21 and from 7.5% to 10% on 6/1/21
- Due to additional budget constraints, Black will be recommending the following at a future meeting:

APRC employees will increase their contribution toward healthcare progressively from 5 to 7.5 percent on January 1, 2021, and again from 7.5 to 10 percent on July 1, 2021.

- Black presented the following table in the meeting detailing current premium contributions and proposed increases

2020	Medical			Delta Dental III W/Ortho			EMPLOYEE COST:	
	Current Monthly Premium 100%	APRC 95%	Employee 5%	Monthly Premium 100%	APRC 95%	Employee 5%	Total Monthly Cost	Per pay period
Coverage:								
Employee	\$680.63	\$646.60	\$34.03	\$61.97	\$58.87	\$3.10	\$37.13	\$18.57
Employee & Family	\$1,949.59	\$1,852.11	\$97.48	\$205.68	\$195.40	\$10.28	\$107.76	\$53.88

Effective 1/1/2021	Medical			Delta Dental III w/Ortho			EMPLOYEE COST:	
	2021 Monthly Premium 100%	APRC 92.5%	Employee 7.5%	2021 Premium 100%	APRC 92.5%	Employee 7.5%	Total Monthly Cost	Per pay period
Coverage:								
Employee	\$713.79	\$660.26	\$53.53	\$56.90	\$52.63	\$4.27	\$57.80	\$28.90
Employee & Family	\$2,045.06	\$1,891.68	\$153.38	\$188.57	\$174.43	\$14.14	\$167.52	\$83.76

Effective 7/1/2021	Medical			Delta Dental III w/Ortho			EMPLOYEE COST:	
	2021 Monthly Premium 100%	APRC 90%	Employee 10%	2021 Premium 100%	APRC 90%	Employee 10%	Total Monthly Cost	Per pay period
Coverage:								
Employee	\$713.79	\$642.41	\$71.38	\$56.90	\$51.21	\$5.69	\$77.07	\$38.53
Employee & Family	\$2,045.06	\$1,840.55	\$204.51	\$188.57	\$169.71	\$18.86	\$223.36	\$111.68

*PROJECTED PREMIUMS

- Black stated that increasing premium contributions would allow APRC to continue providing the same insurance plan, which provides very good benefits and would be a more equitable way to spread out the increased costs to employees
- The savings this fiscal year for the change to the employee cost-share will be \$55,550
- It will be necessary for staff to bring this back to a future Business Meeting to update the Employee Handbook where the details of health insurance benefits are detailed
- Commissioners requested information on local and regional organizations insurance benefits and how they compare to this proposal
 - Black stated that the closest comparison is the City of Ashland, which will be adopting this increase and will also ask the City of Ashland HR representative to attend the meeting to provide additional information
 - Black requested that specific questions from Commissioners be submitted so they can be addressed at the next meeting

2. Oak Knoll Golf Course Fee Increase (Action)

Oropallo reviewed the staff report included in the [meeting packet](#). A [PowerPoint](#) displaying the tables in the staff report was presented. In addition to the items listed in the staff report, the following items were discussed:

- Oropallo' s plan for implementing fee increases will be comprised of multiple small increases rather than one significant increase in fees
- A competitive Market Analysis was completed with information from Stewart Meadows, Quail Point and Lake Oswego, which was then compared and contrasted with APRC winter fees. Oropallo determined that current Winter green fees are below market value
- Proposed increases to fees were presented to customers through face to face interaction and thought the newsletter
- The proposed fee increases are as follows:

Type	Season	Holes	Walk/Ride	Current Fee	Proposed Fee	% +/-
Regular	Winter	9	Ride	\$ 22.00	\$ 23.00	5%
Regular	Winter	9	Walk	\$ 14.00	\$ 15.00	7%
Regular	Winter	18	Ride	\$ 33.00	\$ 35.00	6%
Regular	Winter	18	Walk	\$ 20.00	\$ 22.00	10%
Senior	Winter	9	Ride	\$ 18.00	\$ 21.00	17%
Senior	Winter	9	Walk	\$ 12.00	\$ 13.00	8%
Senior	Winter	18	Ride	\$ 29.00	\$ 33.00	14%
Senior	Winter	18	Walk	\$ 18.00	\$ 20.00	11%
Twilight	Winter	9	Ride	\$ 18.00	\$ 18.00	0%
Twilight	Winter	9	Walk	\$ 10.00	\$ 10.00	0%
Twilight	Winter	18	Ride	\$ 28.00	\$ 30.00	7%
Twilight	Winter	18	Walk	\$ 19.00	\$ 17.00	-11%*
Regular	Winter	9 Hole Continuation	Walk	\$ 6.00	\$ 7.00	17%

*The current Twilight 18 Walk fee does not fit with current pricing scheme. A reduction was necessary for this fee to fit our pricing plan.

- Oropallo noted a concern regarding Senior Fees being increased at a higher rate and explained that this is the case because an increase to the senior cart rate is included with the green fee increase
- Twilight rates for 18 holes are being reduced in an effort to increase the use of this category
- Oropallo clarified that these fees would be in place from November 1 through the end of February. Oropallo is planning on coming back to the Commissioners in February for planned increases to the in-season fees which will take effect in March
- Lewis requested regular memos be sent out to members of the Golf Course Subcommittee since subcommittee meetings are currently on hold
- Oropallo reported that Mary's BBQ is interested in continuing the lease agreement and has brought new visitors to the golf course

Motion: Landt moved to approve the Oak Knoll Golf Course Winer Rates effective November 1, 2020 through February 28, 2021 as present by staff. Heller Seconded

Vote: The vote was all yes.

3. Calle Season Extension (Action)

Dials reviewed the staff report included in the [meeting packet](#). The following items were discussed:

- Typically, the season on Calle Guanajuato runs from March through mid-November
- Staff is proposing to extend the season on Calle Guanajuato to benefit businesses and the artisan's market who utilize the outdoor space in the face of COVID-19 restrictions. The extension would end at the digression of staff and would not run into the next season
- The season extension will end in time to prepare for the start of the next season which begins March 2021
- Bell & Heller raised concerns about utilizing propane heaters and suggested the use of electric heaters or have businesses take steps to not have the heaters continually running
- Dials stated that not all of the businesses who signed contracts for the current season have paid the required \$1 and would look into collecting the fee since it is contractually required

Public Input:

Marcus Scott, Lithia Artisans Market Manager, thanked the Commissioners for flexibility on the use of Calle Guanajuato and the front of Lithia Park and advocated for the extension of the season into winter months since indoor venues are not available due to COVID-19. Scott stated he will recommend that vendors bundle up to reduce the use of outdoor heaters.

James Royce Young of Ashland submitted [written comments](#) on this item.

- Dials stated that the artisan's market would remain in the front of the park until the rain starts, at which time they will be moved off of park lawns
- Dials stated that the Commissioners previously allowed staff to work with users to shuffle and reallocate space on the Calle when the artisan's market moved to the front of the park and staff will continue to work with all users when it becomes necessary to move the market off of the park lawn

Motion: Landt moved to approve extending the Calle Guanajuato contract season to February 28 with the following conditions: 1) staff will determine allocation of space for the greatest good for the greatest number; 2) electric heating will be used whenever feasible as determined by staff; 3) a plan will be in place by November 1 to remove equipment, chairs, tables, etc. if a flood threatens; 4) no use of lawn or grass areas after November 1 or if a ½ inch of rainfall occurs within 3 days, whichever comes first. Seconded by Bell.

Discussion: Black stated that any plan regarding the removal of equipment from the Calle if there is a threat of a flood should make clear that the responsibility is that of the users and not APRC. Landt stated that the motion allows staff to develop the plan and would allow for this distinction.

Vote: The vote was all yes.

VII. ITEMS FROM COMMISSIONERS/STAFF

Heller thanked Dials for communicating with the Ashland School District regarding the use of the courts at Helman School for pickleball.

Black stated that it is likely that the Lithia Park courts will be open soon, but it will be a few more weeks before the permanent nets will be installed. Temporary nets can be used once the courts open.

Landt reported that the Forest Lands Commission formed a subcommittee to look into the management of the trails system and one of the thoughts discussed is that APRC should assume full management of the trails. Black stated he will be meeting with APRC and City staff on this issue.

VIII. UPCOMING MEETING DATES

1. APRC Study Session—November 4, 2020
 - Electronic Meeting—5:30 p.m.
2. APRC Regular Business Meeting —November 18, 2020
 - Electronic Meeting—6:30 p.m.

IX. ADJOURNMENT

The meeting was adjourned at 8:12 p.m.

The Ashland Parks and Recreation Commission will hold an Executive Session immediately following the Study Session to review and evaluate the performance of an officer, pursuant to ORS 192.660(2)(i).

The Executive Session was called to order at 8:16. The Executive Session adjourned at 8:25