



## AGENDA FOR REGULAR BUSINESS MEETING

### ASHLAND PARKS & RECREATION COMMISSION

August 12, 2020

Electronic Meeting – 6:30 p.m.

This meeting will be held electronically. The public can view on Channel 9 or Channels 180 and 181 (for Charter Communications customers) or live stream via [rvtv.sou.edu](http://rvtv.sou.edu) - select RVTV Prime.

Written testimony is encouraged and will be accepted via email sent to [sean.sullivan@ashland.or.us](mailto:sean.sullivan@ashland.or.us). Please include "**Public Testimony for August 12 Regular Meeting**" in the subject line. Written testimony submitted before Tuesday, August 11, 2020, 1:00 pm will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an email to [sean.sullivan@ashland.or.us](mailto:sean.sullivan@ashland.or.us) before Tuesday, August 11, 2020, 1:00 pm. Please provide the following information: 1) make the subject line of the email "**August 12 Speaker Request**", 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer or the telephone number you will use if participating by telephone. Staff will provide information necessary to join the meeting upon request.

6:30 p.m.

I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. APRC Study Session – July 1, 2020
2. APRC Regular Meeting – July 8, 2020

III. PUBLIC FORUM

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. UNFINISHED BUSINESS

1. COVID-19 Response Update (Information)
2. Hunter Park/Lithia Park Court Resurfacing (Possible Action)

VI. NEW BUSINESS

VII. ITEMS FROM COMMISSIONERS/STAFF

VIII. UPCOMING MEETING DATES

1. APRC Study Session—September 2, 2020
  - Location TBD—6:30 p.m.
2. APRC Regular Business Meeting —September 9, 2020
  - Location TBD—6:30 p.m.

IX. ADJOURNMENT

**MINUTES FOR STUDY SESSION  
ASHLAND PARKS & RECREATION COMMISSION  
July 1, 2020  
Electronic Meeting – 6:30 p.m.**

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

Absent: City Council Liaison Mayor Stromberg

**I. CALL TO ORDER**

The meeting was called to order at 6:30 p.m.

**II. PUBLIC INPUT**

None

**III. CAPITAL IMPROVEMENT PLAN (CIP) REPRIORITIZATION DISCUSSION**

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

- Black recapped the situation which lead to reprioritization
  - APRC is facing a budget shortfall due to COVID19 which requires reprioritizing Capital Improvement
- Gardiner and Black put the recommendation together based on public input and discussions held at previous public meetings. The public impact was also taken into consideration when crafting the recommendation. The recommendation is for discussion purposes. A decision on the issue will occur at a Regular Business Meeting
  - Landt added that the recommended projects also align with the informational rakings provided by Commissioners for a previous meeting
- Black worked with Gardiner to provide the following recommendation for reprioritizing the Capital Improvement Plan (CIP):

Staff Recommendation:

1. The current projected budget for discretionary projects is \$450,000. I recommend that the Commissioners add another \$100,000 to the available funds for a total of \$550,000 to be used for discretionary projects. The source for the additional \$100,000 is the Mace Property Trail – the current budget for that project is \$150,000. I propose to reduce the Mace Property Trail budget by \$100,000 to add to the discretionary projects.
2. With \$550,000 now available, I recommend the following projects, with the associated budgets, be adopted as the priority for the CIP discretionary projects:
  - a. Daniel Meyer Pool Replacement - \$325,000 – these funds would be set aside while a financing mechanism can be identified and implemented to fund the full cost of the pool replacement.
  - b. East Main Park Design and Construction - \$125,000 – these funds would be added to dedicated funds of \$600,000 already in this project budget. The intent for the project would be to move forward with design and planning approval at this point and possibly develop the park in phases.
  - c. Hunter Park Tennis Courts - \$100,000 – the intent of this project would be to resurface and restripe the courts at Hunter Park to accommodate multiple uses, such as tennis and pickle ball. Since the funds are not available to construct the dedicated pickle ball courts at Oak Knoll Golf Course, this project will at least provide a higher standard of pickle ball and tennis courts than currently exists without the expense of constructing a new facility.

## Mace Project Discussion

- Black stated the decrease in funding for the Mace Property project is justifiable because the property is currently functional now for public access
  - Landt stated that some of the funds that stay with Mace project should be used to construct a foot bridge needed to provide year-round access to property. Landt added that the funds proposed for removal from this project would have funded a paved trail as identified in the transportation plan
    - Black stated that the paved trail will be constructed later, when funds are available
    - Lewis advocated for the construction of the foot bridge Landt referenced
    - Black stated staff is in the planning process of constructing the foot bridge

## Pool Discussion

- Black stated that placing the \$325,000 in reserve for the pool would help to secure a revenue bond. Black emphasized that the project cannot move forward until additional funding is secured. Securing a revenue bond is reliant on receiving F&B Tax revenue. The revenue from F&B will not be known until later in the year
  - Black clarified that revenue bond is not only way to fund the pool. \$325,000 could be used as seed money for grants and or donations to directly pay for the construction of the pool
- Additional discussion occurred later in the meeting (noted below)

## E Main Park Discussion

- Black stated the \$600,000 allocated to the construction of E Main Park came from the sale of properties that were planned to be parks (YMCA Park sold for \$480,000; An adjacent property to the YMCA park which was the planned location for the second dog park sold for \$120,000). These funds are now dedicated to construction. The \$125,000 of discretionary funds being discussed at the meeting would be allocated to design. The park would need to be constructed in phases. A new RFO would need to be issued to design a park that requires less maintenance than previously planned.
- The design of this project will include the Bike Skills Park, ranked as #3 in the informal Commissioner ranking
- Black clarified the following:
  - Staff is working with an outside group on the design and funding the construction of the bike skills park
  - The construction of Ashland Creek Park (ACP) cost \$900,000. E Main is roughly the same size and has many of the same amenities currently planned for inclusion of E Main Park
  - The \$600,000 allocated for construction will provide enough funds to move forward with an initial phase of construction, with other phases to follow as additional funds are secured
- Heller stated a recollection of consensus in not moving forward with building new parks due to a concern of increasing maintenance with the current level of staffing
  - Black stated Heller may be recalling Blacks comments about maintenance concerns during the goal setting process for the current Biennium. Commissioners decided to include the construction of E Main Park as a high priority during at the end of that process
- Landt stated the following:
  - ACP was built several years ago so it is likely that costs will be higher today
  - E Main Park needs to be designed differently to create a low maintenance park
  - He supports keeping the promise the dog park advocates, neighbors and bike community
    - If it were not possible to build the park with low maintenance design, he would not support the project
- Black clarified that that ability to provide a significant first phase of construction depends of the final park design as well as the required improvements on E Main
- E Main is already an APRC property and being maintained. Additional amenities will increase maintenance, but they can be designed to greatly limit the amount of maintenance required when compared to parks such as Lithia, Hunter and North Mountain Park

- Lewis stated the following:
  - Improvements on E Main will be considerable
  - It will likely be necessary to provide on-site parking
  - Phase II, which would include the bike skills park will come later when funds are available
  - It is important to fulfill commitments made to the dog park community
  - This will likely be the last significant addition to the park system, and this will pretty much fulfill the goal of establishing a park within ¼ mile of all residents in Ashland
  - Upon the completion of E Main Park, the emphasis will be working on maintenance issues
- Heller stated support for E Main Park, including the dog park and bike skills park, but also stated concern that in this time of limited finances and unpredictable future finances that moving \$125,000 may not be necessary at this time
  - Black stated that the \$125,000 allows the design to move forward so the \$600,000 already allocated for construction can be utilized.

### Hunter Park Tennis Courts Discussion

- Black reiterated that since the dedicated pickleball courts at Oak Knoll could not be completed at this time, restriping the tennis courts at Hunter Park would provide increased playing opportunities for pickleball players until funds for constructing dedicated pickleball courts are secured
- Black clarified that both Hunter and Lithia Park have lights over the sports courts
- Heller stated surprise that Lithia Park courts were not included in the recommendation
  - Black stated the following:
    - Resurfacing the courts at Lithia Park were included in the discussion before APRC was faced with a revenue shortfall
    - Resurfacing the courts at Hunter would provide more opportunities for mixed use play
    - Hunter Park provides revenue through rental agreements with the Ashland School District
- Heller proposed the following for the courts at Lithia Park, in addition to resurfacing the courts at Hunter Park:
  - Resurfacing and restriping the upper court for four dedicated pickleball courts
  - Resurfacing and restriping the lower court for mixed use pickleball (four courts) and tennis (one court)
- Landt stated the following:
  - Unsure about dedicating any court to one single use and referenced an [email from Jim Bachman](#)
  - When faced with a reduced budget mixed use makes more sense and that individual use courts results in the need to construct more courts
  - It makes sense to have multi-functional courts and institute dedicated times for different user groups
- Black estimated the cost to resurface the Lithia courts would be \$25,000 - \$30,000. Referenced replacing courts at Helman at \$60,000. This is an estimate. Staff will work on getting a bid
- Lewis stated the following:
  - Would like to see public comment from users on the resurfacing proposal
  - Utilization of courts should be taken into consideration. Twelve or more pickleball players can use the same court that two people are utilizing for tennis
- Gardiner asked the reasoning for making the upper court dedicated for pickleball since four courts are currently striped there now
  - Heller responded with the following:
    - Dedicated courts play better, feel permanent and are preferred by players
    - Many pickleball players are elderly and some have issues putting up and taking down nets to play
    - People are unable to show up and play. They must know the combination of the equipment locker and know how to set up the nets
    - Nets get damaged more easily, permanent nets last longer

- Heller clarified that Central Point has recently built new pickleball courts
- Bell stated that Hunter Park would be a better location for dedicated pickleball courts since it has better access and more courts
- Black stated the following:
  - APRC does not have very many single use areas aside from some areas such as bocce ball and most of the tennis courts at Hunter Park
  - Most facilities require set up or change from one user to another
  - Limited funds with limited property and trying to meet needs of diverse group of people requires mixed use facilities
- Heller stated he is a pickleball professional for the record
- Gardiner stated that moving forward with a recommendation at the next meeting on funding levels is possible and that the specifics of which courts are resurfaced and how they are striped can be determined later
- Black stated it will take more than a week to get public feedback on the resurfacing courts and recommended that the decision on the courts should be scheduled for the August meeting
  - Sullivan clarified that the public will be able to directly participate in the Zoom meeting to provide public testimony
- Heller stated that tennis players will be less impacted if multi-use courts have only two pickleball courts striped per tennis court with one pickleball court on each side of the net

#### Additional Pool Discussion

- Bell inquired about the design and heating equipment, specifically non-methane-based options, for the pool. Black clarified the following:
  - The general design of the pool has not changed from the work achieved through the recent public process
  - The designers are currently in the site plan phase and have not begun on designing the equipment. The design will be as energy efficient as possible. Using natural gas will cost less than more sustainable heating mechanisms. Options will be provided to Commissioners, including price difference, for heating methods
- Bell stated that the \$325,000 which is seen as seed to support a revenue bond would not enough collateral to secure a bond and that revenue projections for next year are less than the \$325,000 expected annual payments.
  - Black stated the following:
    - The current available CIP funds for discretionary projects for this biennium is \$550,000 included in the recommendation
    - Revenue received from F&B for FY21/22 (starting in July 2021) would determine if enough funds are available to support a revenue bond
    - Theoretical funding sources could look like:
      - Setting aside \$325,000 now could be used as seed money. Outside groups could raise additional funds. If they were to raise \$300,000 that would increase cash on hand to \$625,000 and would reduce the amount funded through a revenue bond
      - If grants are made available for shovel ready projects, a proposal could be put forward with the \$325,000 identified as matching funds
    - It is imperative to set aside money for the pool now to increase the number of funding options available in the future
- Bell stated the possibility of the need to limp the pool along through another season if construction cannot start in the near term
  - Black stated that once the design is complete, it may be possible to start improving the equipment using some the \$325,000 to allow the pool to remain functional
- Bell stated that a general obligation bond should be considered as a funding source

- Black stated his opinion that the timing is not right to go out for a general obligation bond now. This may not be the case a year or two from now and this could be revisited. Black recommends excluding all other options before going out for a general obligation bond
- Heller stated a concern with a long-term commitment to the pool for the next ten years when the financial situation is unknown
  - Black stated that setting aside \$325,000 now does not dedicate those funds for the next ten years. The funds would become dedicated once staff presents the Commissioners with a revenue bond and it is approved
- Landt stated another option for discussion would be to allocate all \$550,000 to the pool since it has been identified as the number one priority
  - Bell stated a general obligation bond and F&B money would still be required

#### Closing Comments

- Lewis stated that the recommendation that is scheduled to be voted on next week is flexible. Nothing will be set in stone at this moment but will start moving APRC in a direction to prioritize projects. This will also give the community a sense of what to expect
- Gardiner stated that moving forward will allow various user groups to provide comments on a general course of action without setting anything in stone as the financial situation continues to unfold over the coming months
- Black stated he will alter the recommendation to make court resurfacing more generic to allow for specifics to be determined later based in direction from Gardiner
- Heller inquired when alternatives to the funding recommendation should be made
  - It was stated that motions can be made at the next meeting and discussed and voted on if seconded

#### IV. ADJOURNMENT

Gardiner announced that the Ashland Parks and Recreation Commission will hold an Executive Session immediately following the Study Session to conduct deliberations with persons designated by the governing body to negotiate real property transactions, pursuant to ORS 192.660(2)(e).

The meeting was adjourned at 7:49 p.m.

Respectfully submitted  
Sean Sullivan, Executive Assistant

MINUTES FOR REGULAR BUSINESS MEETING  
ASHLAND PARKS & RECREATION COMMISSION

July 8, 2020

Electronic Meeting – 6:30 p.m.

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell (joined at 6:33 p.m.), Heller, Lewis; Director Black, Recreation Superintendent Dials; Senior Services Superintendent Glatt, Analyst Kiewel, Assistant Sullivan

Absent: City Council Liaison Mayor Stromberg

**I. CALL TO ORDER**

The meeting was called to order at 6:30 p.m.

**II. APPROVAL OF MINUTES**

APRC Regular Meeting – May 13, 2020

**Motion:** Landt moved to approve the Minutes from May 13, 2020 as presented. Heller Seconded.

**Vote:** The vote was all yes

APRC Regular Meeting – June 10, 2020

**Motion:** Landt moved to approve the Minutes from June 10, 2020 as presented. Lewis Seconded.

**Vote:** The vote was all yes

**III. PUBLIC FORUM**

Written testimony from the public was encouraged and accepted via email. All information submitted for the public forum has been [posted online](#).

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

None

**V. UNFINISHED BUSINESS**

**1. COVID-19 Response Update (Information)**

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

- Jackson County is currently in Phase 2 and it is likely that Jackson County will stay in this Phase for some time
- Within APRC the following facilities are open during Phase 2:
  - All outdoor playgrounds
  - Garfield Park Splash Pad (will reopen soon)
  - The Oak Knoll Golf Course and Clubhouse
  - The Dog Park
  - Lawn areas and picnic areas in all parks (first come, first served. No reservations)
  - Brick and mortar bathrooms with signage in place (There has been a delay due to automatic lock logistical issues)
  - Trails throughout the parks system and in the Ashland Watershed remain open with physical distancing and some routes changed to one-way
  - Ballfield reservations for non-contact sports
  - The Skate Park
  - Tennis & Pickle Ball Courts
  - The BMX Track
- The following facilities continue to be closed:
  - Basketball Courts (because this is a contact sport)
  - The Daniel Meyer Pool
  - All indoor buildings such as Pioneer Hall, The Grove, The Senior Center and The Nature Center
- Staff are wearing face coverings inside office buildings where physical distancing is not possible
- Glatt reported on the following items:
  - Services are mainly being provided through phone and email communications
  - The Newsletter continues to be distributed and advertises programs such as free mask distribution through the Adopt A Neighbor partnership
  - Senior Services Division (SSD) has partnered with Ashland Fire and Rescue to provide air purifiers to seniors

- SSD staff is planning for outdoor activities
- Glatt is testing programming over Zoom
- SSD programing is focusing on connection and addressing isolation issues
- Dials stated indoor facilities can begin to be open under Phase 2, however the City of Ashland is taking a more conservative approach and are not allowing public facilities to be opened
- Dials reported the first furlough day was taken on July 6. Eleven more are scheduled once per month are planned which will save approximately \$100,000
- Outdoor volunteers have begun again, including the YCC program has started and they are working in Lithia Park and North Mountain Park.
- Black clarified the decision to open indoor facilities rests with the City of Ashland because the Council has declared a state of emergency. Once the emergency declaration is lifted, Commissioners will have the ability to make decisions on which facilities to open and when
- Black clarified the decision to keep the pool closed:
  - A memo was presented to Commissioners on May 7<sup>th</sup> outlining the reasoning behind recommending the pool remain closed ([pg. 88 of the meeting packet](#)). The decision to close the pool for the season was not made based on orders from the State of Oregon, which is now allowing pools to reopen under certain conditions. In addition to COVID related concerns the pool will remain closed for infrastructure, staffing and budgetary issues
- Glatt clarified the City has expressed concern about the rising numbers of COVID-19 cases in the state and are weighing the bigger picture

## 2. CIP Prioritization Discussion (Possible Action)

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

- Black stated that the discussion and possible action will focus on the desirable projects identified in the staff report
  - Daniel Meyer Pool Rebuild
  - E Main Park Development (including the Skills Park)
  - Dedicated Pickleball Courts (identified as dedicated because it was listed as such in the CIP)
- Black recommended the following:
  1. The current projected budget for discretionary projects is \$450,000. I recommend that the Commissioners add another \$100,000 to the available funds for a total of \$550,000 to be used for discretionary projects. The source for the additional \$100,000 is the Mace Property Trail – the current budget for that project is \$150,000. I propose to reduce the Mace Property Trail budget by \$100,000 to add to the discretionary projects.
  2. With \$550,000 now available, I recommend the following projects, with the associated budgets, be adopted as the priority for the CIP discretionary projects:
    - a. Daniel Meyer Pool Replacement - \$325,000 – these funds would be set aside while a financing mechanism can be identified and implemented to fund the full cost of the pool replacement. The funding mechanism could be one of many, including a revenue bond, grants, donations, etc. It is likely that the process of finding the funding mechanism will take the rest of this calendar year, at least. Providing the seed money of \$325,000 will make the options that we have for funding the most successful, under the circumstances.
    - b. East Main Park Design and Construction - \$125,000 – these funds would be added to dedicated funds of \$600,000 already in this project budget. The intent for the project would be to move forward with design and planning approval at this point and possibly develop the park in phases.
    - c. Tennis Courts Resurfacing and Pickle Ball Striping - \$100,000 – the intent of this project would be to resurface and restripe courts in Ashland at one of the APRC tennis courts to accommodate multiple uses, such as tennis and pickle ball. Since the funds are not available to construct the dedicated pickle ball courts at Oak Knoll Golf Course, this project will at least provide a higher standard of pickle ball and tennis courts than currently exists without the expense of constructing a new facility.
- Black clarified the following:
  - The design of the pool is already underway and paid for with other funds not included in the \$325,000 recommended to be earmarked for the pool



- The \$125,000 would be for the design of the park and would include the design of the Bike Skills Park. Staff plans to work with outside groups to raise funds to facilitate construction. Construction of the Skills Park would not be funded by the \$125,000 in the recommendation or the \$600,000 already allocated for the construction of the park (secured through real estate transactions)
- The intent of the court resurfacing recommendations is to resurface and restripe already existing courts for pickleball. The recommendation does not include specific locations. Staff plans to present a recommendation for the locations of the courts to the Commissioners at a future meeting continued discussion and public comment
- The Hunter Park tennis courts are in the most need of refurbishing. There are eight courts that need to be resurfaced. These courts are rented out and bring in revenue
- Heller made a statement about the potential of a perceived conflict of interest because he is a pickleball instructor. A discussion about elected official recusal occurred. At the end of the discussion, Heller recused himself.
  - A recording of the entire meeting is [available in the RTV archives](#) and [City of Ashland website](#) (the discussion on this subject begins at 26:37 and ends at 42:25)
- Landt stated support of the proposal as presented by staff and stated that it is not in the best interest of the community to decide which courts get striped now. Additional feedback and research would be beneficial before making a decision.

**Motion:** Landt moved to accept staff's proposal for \$325,000 to go towards a new pool, \$125,000 to go towards E Main and \$100,000 to go towards refurbishing the courts at Hunter Park. Seconded by Gardiner.

**Discussion:**

- Bell asked how important it is to set aside money for the pool in order to secure a loan through the revenue bond process. Bell stated skepticism about the possibility of securing funds for construction through grants or donations if a revenue bond is not pursued. Bell stated that holding the money aside for the pool and not allocating it to other projects is not accomplishing a lot
  - Black stated the following:
    - Having the funds allocated for the pool will help secure additional funding for the pool
    - The pool has been a top priority since he began working for APRC in 2014
    - Allocating \$325,000 now gives the project a chance to open up additional doors. It is best to solicit donors with some funds already in place
    - Allocating the funds now also shows the public that there is an intent to move forward with fixing the pool
    - Additionally, if loans, donations or grants are not available these funds can be utilized to make improvements to open in the near future
- Landt stated that if the funds were not to be set aside it would send a message to the community, potential donors or lenders that APRC is not committed to the pool and that this would be the wrong message
- Lewis stated that there seems to be consensus with recommendation a and b and would like to see flexibility in regard to funding to ensure that there will be enough money to fully complete the resurfacing project. Lewis stated a desire for additional public comment from the pickleball community before making a decision on which courts to stripe for pickleball
  - Black stated he is confident that the \$100,000 will take care of the 8 courts at Hunter Park and that the remaining question is how to fund resurfacing Lithia Park and provided the following options:
    - The estimated cost of resurfacing Lithia Park is \$25,000. The Ashland Parks Foundation could be approached to provide a grant; Funds within the \$550,000 CIP budget being discussed now could be reallocated. Black recommended \$325,000 for the pool because this is the amount of money that would be needed to cover the first payment. The \$125,000 allocated to E Main Park is an educated guess
    - Black clarified that there is flexibility in moving funds if \$100,000 does not cover the full cost of the project
- Gardiner reiterated that the issue is if there is a desire to resurface the Lithia Park courts, in addition to the Hunter Park courts, the \$100,000 may not cover it and additional funds may need to be secured
- Bell stated that the allocation as listed will result in not having a new pool and there will be unhappy pickleball and tennis players and does not seem like a solution that makes any one constituency whole
  - Black stated the proposal is a compromise to give as many groups as possible additional or improved amenities
- Landt stated an objection to reallocate money from the pool, adding the following
  - The pool is and has been the number one priority and whittling away these funds does not make sense

- If money were to be reallocated, it should come from the E Main Park project, which is also a difficult decision that has many different constituent groups
- He would like to stay with motion made with the understanding that once bids have been received for resurfacing the courts and there is a need for more than \$100,000, additional funding sources can be reviewed, including the Ashland Parks Foundation, other grants or reallocating funds from the E Main Park project
- Gardiner asked for clarification that the motion does not include specifics about the striping of courts and that a decision about where to stripe would be made at a future date
  - Landt answered in the affirmative
- Gardiner reminded the group that Heller made a proposal at a previous meeting to make one of the courts at Lithia Park a dedicated pickleball court, which the pickleball community supports and it would alleviate concerns that tennis players have about restriping the courts at Hunter Park to include pickleball
- Lewis stated that some public comments included calls to make facilities multi-use and raised concerns about dedicated use facilities
- Landt stated that another striping option could include striping two pickleball courts on the court at hunter park that currently has bike polo, but final decisions on striping should wait for another meeting
- Bell stated his first priority is the pool and it is the most important thing that will be worked on. Bell stated he does not play tennis or pickleball, but he does swim at the pool

**Motion Restated:** Landt moved to accept staff's proposal for \$325,000 to go towards a new pool, \$125,000 to go towards E Main and \$100,000 to go towards refurbishing the courts at Hunter Park. Seconded by Gardiner.

**Vote:** Landt, Lewis & Gardiner voted yes; Bell voted no; Heller recused himself – Motion passes

## VI. NEW BUSINESS

### 1. Calle Guanajuato Fee Waiver Discussion (Possible Action)

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

- Currently on the Calle Guanajuato, the following restaurants and the Lithia Artisans Market have Commercial Use Contracts for use of the Calle. Those are:
 

<ul style="list-style-type: none"> <li>○ Sesame</li> <li>○ Ashland Creek Café</li> <li>○ Little Tokyo</li> <li>○ Louie's Bar and Grill</li> <li>○ Ostra's</li> </ul>	<ul style="list-style-type: none"> <li>○ Oberon's</li> <li>○ Greenleaf</li> <li>○ Mix Bake Shop</li> <li>○ Lithia Artisans Market</li> </ul>
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- All leased spaces are currently being used
- Staff recommended that all fees be waived for the 2020 season
- The loss of revenue if fees are waived were factored into budget projections presented to Commissioners at previous meetings
- Dials clarified that staff is recommending that all fees be waived for leaseholders, including the artisan market and the restaurants
- The Ashland Chamber of Commerce and the City of Ashland are organizing a weekend activity called the Ashland Summer Celebration which will take place for 10 weekends between now and end of September. The plaza is closed to vehicle traffic on these weekends to expand seating onto the plaza to accommodate physical distancing
  - Since the plaza is closed to vehicles on these weekends, staff is recommending making adjustments to artisan market booth locations to the front of Lithia Park to allow for greater physical distancing
- Dials stated total revenue from the Calle fees was budgeted at \$32,000
- Dials clarified that it is unknown if the City will officially waive their sidewalk seating fees
- Heller stated surprise that with the reduced budget staff is recommending an elimination of all fees rather than a reduction of fees
  - Black stated that there are not a lot of areas where APRC has control over economic stimulus and as a landlord APRC has a direct impact on expenses for local restaurants. It is possible that APRC can recoup these waived fees through economic development grants. APRC will benefit through the F&B Tax if restaurants are successful

- Landt stated that his long-time position has been the spaces rented on the Calle should be set at market value, but under these extraordinary times a different tact is necessary to provide support to struggling businesses where it is possible for APRC to do so. Landt also expressed a reluctance to allow the use of the park area along Winburn Way for weekly use because of potential degradation, but cited the need to allow this under the current situation

**Motion:** Landt moved that we allow Lithia Artisan Market to use the space as coordinated by staff for the park row between Winburn Way and the entrance to Lithia Park. Seconded by Heller. Landt clarified that the motion pertains to the 2020 season only. Heller agreed.

**Vote:** All voted yes

**Motion:** Landt made the following motion. Seconded by Bell. Subsequent to the motion #4 (below) was added as a friendly amendment by Landt and agreed to by Bell.

**Whereas** the coronavirus pandemic has devastated local businesses;

**Whereas** APRC is in a position to assist a limited but significant number of local businesses by waiving space rental fees on Guanajuato Way;

**Whereas** the current contracts with Guanajuato Way renters do not allow for the flexibility advantageous during a pandemic;

I move that APRC waive the space rental fees for Guanajuato Way users for this, the 2020 season, with the following conditions:

1. Current contracts be voided and replaced with contracts that rent the spaces for one dollar per renting entity
2. That the new contracts contain a stipulation that if Lithia Artisans Market is moved to another location this season, or if there are other extraordinary pandemic-related situations, that APRC may redistribute the seating spaces in a way that provides the greatest good for the greatest number of renters
3. If a renter declines to sign the new contract with the above stipulation, the current contract will be honored including the payment of fees
4. Seniority will be based on 2019 not 2020

**Discussion:** Landt stated that the Artisan Market could move to the Plaza and there would then be an opportunity to spread out the seating onto the Calle. This could not be done easily without allowing for the temporary redistribution of seating on the Calle.

- Dials stated that staff supports the motion and will be able to implement it. Dials did state a concern about that if seating is rearranged that seating seniority for future seasons should be based on the 2019 season rather than the 2020 season. Landt stated he is open to a friendly amendment to the motion to state seating seniority will be based on the 2019 season. Bell agreed.
- Heller stated that Black is being optimistic about receiving grants to recoup the lost revenue from the Calle fees since it is his understanding the Oregon Recreation and Parks Association is not proving grants in the near future and that economic impacts are not likely to be mitigated by the state. Black clarified the budget projects do not include reimbursement and that there is potential for grants supporting economic development

**Vote:** The vote was all yes

## VII. ITEMS FROM COMMISSIONERS/STAFF

None

## VIII. UPCOMING MEETING DATES

Black stated that staff is reviewing the logistics and cost for holding Study Sessions via Zoom, which requires streamlining on RVTV. Staff is working on allowing the public to make direct testimony by joining the Zoom meeting.

1. APRC Study Session—August 5, 2020
  - Location TBD—6:30 p.m.
2. APRC Regular Business Meeting —August 12, 2020

- Location TBD—6:30 p.m.

**IX. ADJOURNMENT**

The meeting adjourned at 8:11 p.m.

Respectfully submitted  
Sean Sullivan, Executive Assistant

DRAFT

# 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:** Rachel Dials, Recreation Superintendent  
**DATE:** August 6, 2020  
**SUBJECT:** COVID-19 Response Update

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### Situation

Jackson County entered into Phase 2 on June 4<sup>th</sup>. Phase 2 guidelines have been posted on the Governors website. In order to be considered for Phase 2 Counties must:

- See a declining disease prevalence
- There should be an adequate number of contact tracers, reflective of the community
- Adequate isolation and quarantine facilities
- Minimum testing regimen
- Sufficient hospital surge capacity
- Sufficient PPE supply for hospitals and first responders

Additional Phase 2 criteria include:

- 21 Days minimum within each Phase
- Show no significant increases in incident cases or positivity
- A minimum of 95% of all new cases must be contact traced within 24 hours

Currently within APRC the following facilities are open during Phase 2:

- All outdoor playgrounds
- Garfield Park Splash Pad
- The Oak Knoll Golf Course and Clubhouse
- The Dog Park
- The Skate Park
- Tennis & Pickle Ball Courts
- The BMX Track
- Lawn areas and picnic areas in all parks (first come, first served. No reservations)
- Brick and mortar bathrooms with signage in place
- Trails throughout the parks system and in the Ashland Watershed remain open with physical distancing and some routes changed to one-way

- Ballfield reservations for non-contact sports

The following facilities continue to be closed:

- Basketball Courts (because this is a contact sport)
- The Daniel Meyer Pool
- All indoor buildings such as Pioneer Hall, The Grove, The Senior Center and The Nature Center

As of July 1<sup>st</sup>, face coverings are required for indoor public spaces in every county in Oregon. Children under 12 years of age, as well as people with a disability or a medical condition that prevent them from wearing a face covering, are not required to wear one.

APRC Superintendent Dials and Glatt will have other information at the meeting related to moving forward with outdoor and virtual programs planned for Fall.

The guidelines from the Governor are available here [govstatus.egov.com/or-covid-19](https://govstatus.egov.com/or-covid-19)

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## STAFF REPORT

To: Ashland Parks and Recreation Commissioners  
From: Rachel Dials, Recreation Superintendent  
Date: August 6, 2020  
Subject: Hunter Park/Lithia Park Court Resurfacing (Possible Action)

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### SITUATION

At the July 8<sup>th</sup> Regular Commission meeting, Commissioners reprioritized the CIP project for resurfacing the Hunter Park tennis courts with funds in the CIP (Capital Improvement Project Fund). With reduced funding for projects because of the COVID-19 pandemic, the Commissioners were asked to reprioritize CIP c projects that APRC will work on over the remaining fiscal year. At the meeting, \$100,000 was allocated towards refurbishing the courts at Hunter Park. Commissioners also directed staff to identify the cost of resurfacing all of the courts at both Hunter Park and Lithia Park to determine if additional funding is required to move forward with resurfacing the Lithia Park courts.

At that same meeting Commissioners discussed options for additional pickleball amenities at both Hunter and Lithia Park. Commissioners determined that a decision on which courts to stripe and how to stripe them would be put on hold until the August 12 meeting after the public has had sufficient time to provide comments.

Staff has solicited public comment on this item. Written comments submitted by the deadline of August 12, 1:00 pm, will be provided to Commissioners prior to the meeting. Those wishing to make verbal comments directly to Commissioners will be allowed to participate via Zoom. Additionally, public Comments addressing resurfacing courts were received for the APRC Regular Business Meeting on July 8, 2020. These are [posted online](#) and are being provided for reference.

Staff will give a brief presentation at the meeting to illustrate the different court designs and layouts.

## **BACKGROUND**

Budget constraints due to COVID-19 have reduced available funds for previously identified CIP projects, including building dedicated pickleball courts at Oak Knoll Golf Course. The court resurfacing project provides a higher standard of pickleball and tennis courts than currently exists without the expense of constructing a new facility.

Currently there are 8 tennis courts at Hunter Park. Court #5 functions as both a tennis court and a bike polo court. Lithia Park Courts operates with two tennis courts and six pickleball courts that are shared by the two user groups. The bottom court (closest to creek) is reserved only for pickleball Mondays, Wednesdays and Fridays from 8am to 11am. Outside of these times, it's first come, first serve for pickleball and tennis.

### **Status of other Community Tennis Courts**

Helman Courts are owned by the Ashland School District but were being maintained by APRC. Those courts originally went through the Planning Commission to allow for access after school hours for community play. Those courts are being removed due to construction and the school district has no plans right now to replace them.

Likewise, SOU has tennis courts located on Wightman near the SOU Stadium that are not available for public use. During recent discussions, SOU has said that they plan to utilize the courts as a multipurpose area for outdoor recreation such as workouts and an outdoor weight room.

## **ASSESSMENT**

Staff sought a quote to determine if it is possible to resurface all of the courts at both Lithia Park and Hunter Park using the \$100,000 allocated for this project by Commissioners.

### **Project Costs**

- **Resurface and stripe Hunter Park courts: \$66,000**
- **Resurface and stripe Lithia Park courts: \$17,000**
  - **Total Cost: \$83,000**

The quote provided includes striping all eight courts at Hunter for tennis and striping Lithia for two tennis courts and four pickleball courts. Changing the striping configuration could have a small impact on final costs.

### **Timeline of Project**

Once this project moves forward with approval by the Commission, staff has bid documents at-the-ready and will attempt to obtain bids from 3 different vendors for resurfacing and restriping at Hunter Park and Lithia Park. Once a qualified bid is accepted, staff will work with the contractor to move



forward quickly to attempt to complete the project this fall. The project is weather dependent and relies on temperatures in the 70's. The entire project, once the contract is executed, could be completed in approximately 3 weeks.

### **Bike Polo Striping**

Bike Polo is a coed, 3-on-3 sport. Each player is equipped with a bike, a helmet, protective pads, and a light-weight mallet. The goal of bike polo is to put the ball, a standard street hockey ball, into the opponent's net. The Ashland Bike Polo club has been utilizing Court #5 at Hunter Park since April, 2015. Early that year, the group had been utilizing parking lots around the City without permission and staff was contacted by the City Administrator to help facilitate a safe place to play. Since 2015, almost every Monday night at 6pm the Bike Polo community comes together under the lights on the tennis court at Hunter Park to play their sport. Striping the court would be a step in making the Bike Polo Community feel at home, similar to how Pickleball had its beginning at Lithia Park.

### **STAFF RECOMMENDATION**

A significant amount of public input has already been received related to how the courts should function, which courts should be shared and the benefits of each of the sports. Staff is certain that whatever decision is made on striping for tennis, pickleball and bike polo this project has to be completed and will have a positive community impact in a short amount of time.

The following recommendation has been developed based on public input received up until this point, and the desire to extend the positive reach of the discretionary spending to a diverse group of citizens

The staff recommendation is:

- **At the Hunter Park Tennis Courts:**
  - Resurface and stripe courts 1-4 and 6-8 for tennis only
  - Resurface and stripe court 5 for tennis and bike polo
  
- **At the Lithia Park Tennis/Pickleball Courts:**
  - Resurface upper and lower court
  - Upper court striped for four dedicated pickle ball courts without tennis lines
  - Lower court striped for four pickle ball courts and for a tennis court
  - As determined by staff, lower court will have the prime-time hours weighted towards pickleball only with times not reserved for pickle ball open for both pickle ball and tennis on a first-come, first served basis
  - Tennis net on lower court would remain
  
- **If there are Remaining funds staff will consider:**
  - Permanent pickle ball nets for the upper court at Lithia Park
  - Replacement of tennis nets as needed
  - Adding gates to Court #5 at Hunter Park for Bike Polo
  - Any remaining funds after above amenities are obtained returned to CIP fund for contingencies for 2020 approved projects
  
- **Commission to Re-evaluate Court Usage in one year:**

- After one year from the opening of the new courts, re-evaluate to determine if the reallocation of courts is equalizing use pressure between tennis and pickle ball

**POSSIBLE MOTION(S):** I move to approve the staff recommendation as presented in the memo.