



AGENDA FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION

November 10, 2021

Electronic Meeting – 6:00 p.m.

To view or listen to the meeting or to provide public input, see public participation instructions on page 2

6:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a) APRC Study Session – October 6, 2021
 - b) APRC Regular Business Meeting – October 13, 2021
- III. ADDITIONS OR DELETIONS TO THE AGENDA
- IV. PUBLIC FORUM
- V. CONSENT AGENDA
 - a) Subcommittee Minutes Acknowledgment
 - Golf Course Subcommittee – December 2, 2020
 - Recreation Advisory Division Committee – August 12, 2021
 - Trails Master Plan Review Subcommittee – October 20, 2021
 - b) Recreation Division Advisory Committee, Revisions to Bylaws
 - c) Say Their Names Art Installation Location
- VI. DIRECTORS REPORT
- VII. UNFINISHED BUSINESS
 - a) Direction to staff on pursuing a tax levy and or a special taxing district to fund APRC operations (Action)
- VIII. NEW BUSINESS
 - a) Intent to Bid – Irrigation Central Controller for Lithia Park and North Mountain Park Update (Information)
 - b) Japanese Garden – Construction Update (Information) *In meeting presentation. Materials are not included in the meeting packet*
- IX. ITEMS FROM COMMISSIONERS/STAFF
- X. UPCOMING MEETING DATES
 - a) Senior Advisory Committee—November 8, 2021
 - Electronic Meeting—4:00 p.m.
 - b) APRC Special Meeting—December 1, 2021 (tentative)
 - Electronic Meeting—6:00 p.m.
 - c) APRC Regular Business Meeting—December 8, 2021
 - Electronic Meeting—6:00 p.m.
- XI. ADJOURNMENT

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

Public Participation Instructions

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 - select RVTV Prime.

Written testimony will be accepted via email sent to sean.sullivan@ashland.or.us. **Please include “Public Testimony for November 10 Regular Meeting” in the subject line. Written testimony submitted before Tuesday, November 9, 2021, 11:00 am 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 before Tuesday, November 9, 2021, 11:00 am. Late requests will be honored if possible. Please provide the following information: 1) make the subject line of the email “November 10 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.

MINUTES FOR STUDY SESSION
ASHLAND PARKS & RECREATION COMMISSION
October 6, 2021 – 6:00 p.m.
Electronic Meeting

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Eldridge, Lewis; Director Black; Deputy Director Dials; Analyst Kiewel

Absent: Commissioner Bell; Senior Services Superintendent Glatt; Manager Sullivan

This meeting was recorded and uploaded to the APRC YouTube Channel: <https://www.youtube.com/watch?v=sr7P7D0Z6Zs>

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. PUBLIC INPUT

None

III. COMMISSIONER FOLLOW-UP DISCUSSION ON SEPTEMBER 21, 2021 CITY COUNCIL MEETING REGARDING FUNDING FOR APRC

Discussion on this topic included the following items:

- The City Council is in the process of taking the necessary actions to implement the budget as adopted, specifically related to APRC funding in the second year of this biennium
- The City Council Study Session on December 6, 2021 will include an APRC funding agenda item and Commissioners will be attending. The meeting will likely be noticed as a Joint Meeting to comply with public meeting laws
 - Black suggested this meeting may be a good opportunity for APRC to propose ideas for long-term funding of APRC
 - Landt stated that if the meeting is going to be noticed as a Joint Meeting, Commissioners should have a say in the agenda and the structure of the meeting
- The purpose of the meeting on September 21, 2021 was to discuss one of the funding mechanisms (increased Food & Beverage (F&B) Tax allocation) for APRC in the second year of the biennium identified in the adopted budget
- Black, Landt and Gardiner attended this meeting and communicated to Council that the source of funding is not important, only that APRC receives all funds approved in the budget
- F&B Tax funds are restricted with APRC being one of the allowable uses. Allocating these funds to APRC helps the City of Ashland meet their budget obligations. The previous City Administration proposed this funding mechanism for these reasons. APRC did not suggest this funding source
- Black clarified that even if APRC is funded at the level identified in the budget, which is the equivalent of \$1.89/\$1,000 of assessed value on property, it would be less than what APRC has received in the past. Prior to the last biennium, APRC received \$2.09/\$1,000. This reduction in funding has been reallocated to cover City of Ashland general fund operations
- Black noted that the fees the City of Ashland charges APRC has also significantly increased this budget cycle (approximately \$500,000 per year)
- Black reported that the budget does not take into consideration that APRC was already receiving 25% of F&B for CIPs (Capital Improvement Projects). This 25% was rolled into APRC operations in the second year of the biennium, which cuts the CIP budget by approximately \$500,000 in that year. This is not what was communicated to APRC staff by the previous City Administration during the budget process
- The current City Administration has identified irregularities in the budget document and is in the process of looking into them. Black will report back when more is known

- Black referenced the [memo from Gary Milliman to City Council included in the meeting packet](#)
 - Commissioners requested to serve as a limited contract review board. City Administration is recommending that this not be granted. Black suggested continuing to work on this item to see if there is an opportunity for Commissioners to make changes to recreation fees and contract not above a certain amount of money
 - Black clarified that when he references “Central Service Fees” he is including all fees that the City requires APRC to pay, which includes Central Service Fees and Fleet Maintenance
 - Black reported that the City is discussing the possibility of contracting out some services such as fleet maintenance. Black will continue to discuss this item with City Administration
 - Black stated opposition to the item in the memo that discusses APRC providing services to the City, such as Plaza Maintenance, without providing funds to carry out those services
 - Black referenced the [MOU signed in 2012 with the City of Ashland](#) that is still active. The MOU states fees paid should be agreed upon by both parties. This was overlooked during the latest budget process, but will be brought into the next budget process
- Gardiner stated that most of the information included in Milliman’s memo was not discussed at the September 21, 2021 meeting. All items in this memo should be discussed at the December 6, 2021 meeting so the positions of APRC are included in the public record
- Black stated he will be working on proposing solutions to the City of Ashland over the next couple of months rather than only reacting to what is proposed by City Administration

IV. ITEMS FROM COMMISSIONERS AND STAFF

Gardiner stated the process to evaluate the trail proposal put forward by Rogue Valley Mountain Bike Association will be starting soon. Eldridge and Landt will be participating in this process.

V. ADJOURNMENT

The meeting adjourned at 6:05 p.m.

Respectfully Submitted
Sean Sullivan, Business Operations Manager

MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
October 13, 2021
Electronic Meeting – 6:00 p.m.

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Eldridge, Lewis; Director Black; Deputy Director Dials; Senior Services Superintendent Glatt, Analyst Kiewel; Manager Sullivan

Absent: None

This meeting was recorded by Rogue Valley Television (RVTV). Links to recorded meetings can be found on the [City of Ashland website](#).

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. APPROVAL OF MINUTES

APRC Study Session – September 1, 2021 and APRC Regular Business Meeting – September 8, 2021

Motion: Landt moved to approve the Minutes from September 1, 2021 and September 8, 2021. Seconded by Lewis

Vote: The vote was all yes

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

None

V. CONSENT AGENDA

Item c was removed from the Consent Agenda to correct an error in the memo.

- a) Subcommittee Minutes Acknowledgment
 - Bee City USA Subcommittee – June 30, 2021
 - Ashland Senior Advisory Committee – July 12, 2021
- b) Ashland Senior Advisory Committee, Revisions to Bylaws

Motion: Landt moved to approve items a and b on the Consent Agenda. Seconded by Lewis

Vote: The vote was all yes

- c) Bee City USA Subcommittee, Member Appointment

Dials stated the motion to approve this item should have stated Katherine Jackson as the person being appointed to Bee City USA Subcommittee

Motion: Landt moved to approve item c as amended. Seconded by Eldridge

Vote: The vote was all yes

VI. DIRECTORS REPORT

Electric Mowers

- The three electric mowers Commissioners recently approved to purchase have arrived. We received one 74" and two 60" mowers. All three are zero turn
- The maintenance crews are getting acquainted with the mowers which are in use in Lithia Park, North Mountain Park and many of our smaller neighborhood parks. Runtimes are more than sufficient to use the mowers for an entire workday

Ice Rink tent is going up starting October 20

- It will take 2 ½ days to install. Key Manufacturing will be doing the install with support from Parks staff in Lithia. The ice rink is scheduled to open the week of November 15

North Mountain Park Soccer

- With the support of parks staff, the JV baseball field is being converted into a soccer field. Staff are currently removing surface material in the infield and leveling in preparation for addition of 100 yards of new material being delivered this week. The field should be ready sometime this coming spring

Pickleball

- Pickleball resurface/permanent nets: All courts open, awaiting permanent post and nets from the manufacturer. Current update still shows 2 weeks out for the delivery of these items

Japanese Garden Update

- A significant amount of granite boulders are being placed in the garden. There will be a more thorough update of the Japanese Garden project at the next business meeting

Senior Services

- The Senior Services Division is hosting a Halloween Drive-Through for Seniors and their Families on Friday, October 29, 1-2:30pm.
- Senior Services is seeking more volunteers to expand access to the Ashland Senior Phone Buddy program. Interested volunteers should call 541-488-5342

Community Volunteer Opportunity

- Saturday, October 23, 9-11 a.m. in Lithia Park., working alongside students from the Environmental Education Master's Program at SOU (Southern Oregon University) for a joint park beautification work party. Volunteers will remove invasive species, help with trail upkeep, remove trash and more. Tools, gloves, snacks, and guidance will be provided. All ages are welcome. After the event, the Environmental Education Master's Program students will lead an educational activity in the park. If interested, please do RSVP to ensure adequate supplies for all. For more info, and to sign up, please contact APRC Volunteer Coordinator Sulaiman Shelton at 541.552.2264 or Sulaiman.shelton@ashland.or.us.

VII. UNFINISHED BUSINESS

a) Say Their Names Collective – Artist Presentations (Information)

Black reviewed the [staff report included in the meeting packet](#) and introduced Jessica Freedman from the *Say Their Names Collective* (Collective) who will give a brief presentation and will introduce the artists who will also be presenting. The Collective is working on placing a permanent art installation in a park. The final selection of the artists will be carried out by the Collective with final design approval being handled by the Public Arts Commission and City Council. The presentations to the Commissioners tonight are for informational purposes. Commissioners will be asked to provide approval for placement of one of the two art proposals on APRC property at a future meeting. The locations under consideration are Railroad Park and Ashland Creek Park.

Freedman gave a summary of the process to date and what the next steps are, which include the following points:

- The community was invited to vote on the four proposals that were submitted to the Collective
- The proposals submitted by Micah Blacklight and Jerryck Murrey (AKA J. Roc) were selected by the community to move on to the next phase of consideration. Both artists will be presenting their proposals and preferred locations to the Commissioners
- The next step in the process is for a selection panel, created by the Collective, to choose which proposal will move forward. Ideally, a final decision will be made by this panel once the location has been approved so the art and the location can be considered together

Micah Blacklight, a local artist, teacher, and community member, presented on his proposal, which is a winged figure sitting before a tome entitled, *Ancestor's Future: Crystallizing Our Call* (right). The full presentation begins at [timestamp 15:03 in the recording](#) and is best experienced in the artist's own words.

- Blacklight presented [slides that include information on the proposal](#)
- Blacklight stated the area beneath the installation could be hardscaped to reduce landscape maintenance requirements
- Blacklight's preferred location for this installation is Ashland Creek Park
- Blacklight clarified that the structure, made of stainless steel, will not be damaged if people climb on it and would not present safety issues from sharp edges



Murrey, a local mixed media artist, presented on his proposal, which is to create a series of large-scale dominos oriented in a variety of positions serving as a focal point for community entitled, *"Domino!"* (right). The full presentation begins at [timestamp 41:00 in the recording](#) and is best experienced in the artist's own words.



- Murrey presented [slides that include information on the proposal](#)
- Murrey's preferred location for this installation is Ashland Creek Park
- Murrey clarified that the surface underneath the installation would be impervious
- Mass timber is the planned material for the installation that could be covered with a resin for additional protection
 - Landt raised a concern about the need for this material to be maintained over time and APRC may not have the expertise to do so
 - Murrey stated other materials can be explored

Gardiner stated that Ashland Creek Park looks to be the most viable location for a permanent installation. Commissioners stated support for a permanent art installation.

Freedman clarified that the next step is to form a selection panel that will vote on the proposal that will move forward. The latest the selection panel will be brought together is January 2022. That project will then be vetted through the Public Arts Commission process.

VIII. NEW BUSINESS

a) Wastewater Treatment Plant Outfall Relocation Project in Public Works Easement through Ashland Pond Property (Information)

Black reviewed the information included in the [staff report](#) and introduced Project Manager Kaylea Kathol, City of Ashland Public Works. Black clarified that the presentation tonight is to provide information on a Public Works project. Kathol [displayed slides](#) and gave a presentation that included the following items, some of which are covered in the [staff report](#):

- Public Works is completing engineering for a project to relocate the outfall of the Wastewater Treatment Plant from Ashland Creek to Bear Creek as required by state water quality regulations
- The new outfall pipeline will run under the access road/walking path that many people in the community use to access Ashland Ponds
- While this project will provide a net benefit to the environment and the community, there may be a negative public response over the reality that the pond must be temporarily drawn down to complete the project
 - The nature of the work will require dewatering from about late May 2022 through approximately February 2023
- Kathol presented three alternatives to complete this project:
 - Sluice - This alternative involves closing the pond intake, then opening the low-level outlet on the pond and sluicing its contents into Bear Creek. The timing would occur near the start of construction, sometime in late May of 2022
 - Pump - Under this alternative, the City would close the pond intake, then operate a screened diesel or gas pump to move water from the pond to either Bear Creek or the adjacent infiltration basin located to the north of the pond. The City would likely initiate pumping in late April or early May of 2022
 - Natural Drawdown - This alternative provides for utilization of natural seepage, evaporation, and evapotranspiration to draw down the water surface over many months. The pond intake would be closed in or around mid-October 2021 and gradual drawdown would occur through the end of May 2022. Some additional pumping may be needed right before construction starts
 - Public Works, in consultation with Oregon Department of Fish & Wildlife, has chosen the Natural Drawdown alternative
- Kathol stated that the area will be signed, and other measures will be taken to inform the public of the project
- During active construction, the property will need to be closed. Safety measures will be taken when workers are not on-site to monitor the construction zone
- Kathol stated that it is unknown if the longer run of the outflow will result in a decrease in temperature of the effluent. Public Works is considering including a way to measure the temperature at the end of the outflow pipe
- Kathol confirmed that the riparian restoration project is still moving forward

b) Calle Guanajuato Season Extension – Winter Use (Action)

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

- The current rental season on Calle Guanajuato ends on November 14, 2021. Both the Lithia Artisans Market and all but two of the current restaurants with seating on the Calle are interested in extending their season through the end of 2021
 - Those restaurants are: Mix, Greenleaf, Oberon's, Louie's Bar and Grill, Little Tokyo, La Briccolla and Skout
- The Lithia Artisans Market is interested in utilizing the space they have occupied all summer season on the Calle Guanajuato, the hard spaces in front of Lithia Park, the space in front of the Community Development building as well as the Parking Lot
- All renters will be responsible for moving all items on Calle Guanajuato in the event of a flood
- Black noted that work has been done on Calle Guanajuato to reduce the likelihood of flooding on the low end
- Bell suggested looking into the feasibility and demand for renting outside space year-round
- Dials noted that the staff recommendation included in the staff report has been changed as follows:

"staff is recommending that APRC extend the season through December 31, 2021 for any current Calle Guanajuato lessees and charge the current rates of \$8/\$5/\$5.50 per square foot, pro-rated for one-month of rent based on the current site plans submitted for the 2021 season. APRC would also require liability insurance, a waiver and a flood plan for removal of equipment, chairs and tables be in place by November 15th."

Public Input:

Marcus Scott, Artisans Market Manager, thanked the Commissioners for being flexible with the length of the season and extending the area where artisan booths are allowed to set-up. Scott spoke in support of the staff recommendation.

Motion: Landt moved that APRC extend the season for Calle Guanajuato through December 31, 2021 for current lessees and charge the current rates of \$8/\$5/\$5.50 per square foot, pro-rated for one-month of rent based on the current site plans submitted for the 2021 season. APRC would also require liability insurance, a waiver and a flood plan for removal of equipment, chairs and tables be in place by November 15. Seconded by Lewis.

Discussion: Landt stated the rental fees for the extension are not being charged at full price, which is reasonable, and that lessees paid only 3 months for the previous 8-month season because APRC would like to support local businesses through a difficult time. Gardiner stated that prior to COVID, restaurants did not want to be outside year-round. Bell reiterating the suggestion of looking into the feasibility of renting space out year-round. Landt raised a concern about the need to use propane heaters if the space is used through the entire winter and that season extensions are being approved as a stopgap measure to deal with COVID.

Vote: Vote was all yes

IX. ITEMS FROM COMMISSIONERS/STAFF

None

X. UPCOMING MEETING DATES

- a) Recreation Division Advisory Committee — October 14, 2021
 - Electronic Meeting—4:00 p.m.
- b) APRC Study Session — November 3, 2021
 - Electronic Meeting—6:00 p.m.
- c) APRC Regular Business Meeting—November 10, 2021
 - Electronic Meeting—6:00 p.m.

XI. ADJOURNMENT

The meeting adjourned at 7:55 p.m.

Respectfully Submitted

Sean Sullivan, Business Operations Manager

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Julian Bell
Leslie Eldridge
Jim Lewis



Michael A. Black, AICP
Director

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners
FROM: Sean Sullivan, Business Operations Manager
DATE: November 4, 2021
SUBJECT: Minutes for Acknowledgement

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

- [Golf Course Subcommittee](#) – December 2, 2020
- [Recreation Advisory Division Committee](#) – August 12, 2021
- [Trails Master Plan Review Subcommittee](#) – October 20, 2021

A motion to approve the Consent Agenda would adopt the following motion for this item:

I move to acknowledge the committee minutes as submitted.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Deputy Director

DATE: November 3, 2021

SUBJECT: Recreation Division Advisory Committee (RDAC) proposed Bylaws (Action)

On August 26, 2019, the Commissioners approved by motion "*FORMATION of the RECREATION DIVISION ADVISORY COMMITTEE.*" The committee referred to as **RDAC** began meeting in January of 2020.

At their October 28, 2021 meeting, RDAC made a recommendation for consideration by Ashland Parks and Recreation Commission:

- Recommend adoption of the attached Committee bylaws.

Recommendation

Staff is recommending that the Commissioners take action on this item at the November 10, 2021, business meeting.

A motion to approve the Consent Agenda would adopt the following motion for this item:

I move to approve the bylaws for the Recreation Division Advisory Committee (RDAC) as recommended by the Committee.

Attachments: Proposed bylaws



Ashland Parks and Recreation Commission

Recreation Division Advisory Committee Bylaws-**DRAFT**

Overview

The Ashland Parks and Recreation Commission (APRC) established the Recreation Division Advisory Committee (RDAC) on August 26, 2019.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Recreation Division Advisory Committee (RDAC).

ARTICLE II. PURPOSE

RDAC's purpose is to advise the APRC on matters related to the Recreation Division programs and services and to coordinate with the APRC Director and the Deputy Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

ARTICLE III. MEMBERSHIP

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 minimum of two (2), maximum of four (4) in each category
- Two (2) Ashland Parks and Recreation Commissioners

RDAC members are appointed by the APRC chairperson with recommendations coming from the RDAC committee. The term of each program participant and community partner member will be three (3) years, with no member serving more than two (2) consecutive terms unless a quorum of the committee approves an extension. If a position is vacated mid-term, the APRC chairperson will appoint a member for the unexpired term of that position; if there is less than one year remaining in a vacated term, the new member's term will be for the remainder plus three years.

Because membership on the APRC changes with each election, Commissioner members do not have a fixed term and may be reappointed or changed at discretion of the APRC Chair.

See Addendum A for initial term end dates. A roster of members and initial appointment dates is maintained outside of the bylaws.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify RDAC chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term so that someone with more availability may participate.

ARTICLE IV. MEETINGS OF MEMBERS

RDAC shall meet every other month, or more frequently as decided by a simple majority of committee members. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one (1) week prior to the meeting.

A quorum for a meeting of the committee shall consist of at least half plus one of the current appointed members. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy or by other methods by members who are absent from a meeting.

All RDAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE V. OFFICERS

Each year, RDAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. There is no term limit on either chair or vice-chair. Elections will be held at the last meeting of each fiscal year (prior to the 30th of June).

APRC Commissioners and staff cannot be in a Chair or Vice Chair position.

ARTICLE VI. STAFF

The Deputy Director and/or APCR Director, or designated representative, will attend and assist in the planning, advertising and management of RDAC meetings.

ARTICLE VII. CONFLICT OF INTEREST

RDAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

ARTICLE VIII. MINUTES

RDAC shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

ARTICLE IX. YEARLY REPORT

With the assistance of the Deputy Director and/or designee, RDAC shall present a yearly report at a regular public meeting of the APRC.

ARTICLE X. DISSOLUTION

By motion of the APRC, RDAC may be dissolved or merged with another similar committee conducting substantially the same activities.

ARTICLE XI. AMENDMENTS

RDAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the APRC.

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Parks and Recreation Commission on [Insert approval date], as the Bylaws of this committee.

Mike Gardiner, APRC Chair

ATTEST: Michael Black, APRC Director



Ashland Parks and Recreation Commission

Recreation Division Advisory Committee

Bylaws Addendum A: RDAC Term End Dates

Position	Representing	Date appointed	Current Term Expires	2- term limit
1.	Program Participant		Sept 2024	1 st
2.	Program Participant	11/25/19	Sept 2022	1 st
3.	Program Participant	11/25/19	March 2023	1 st
4.	Community Partner	11/25/19	March 2024	1 st
5.	Community Partner	11/25/19	March 2023	1 st
6.	Community Partner	11/25/19	Sept 2022	1 st
7.	Community Partner	11/25/19	Sept 2023	1 st

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Director

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PARKS COMMISSIONER STAFF REPORT

Date: November 4, 2021
To: Ashland Parks and Recreation Commissioners
From: Michael Black
Subject: Say Their Names Art Installation Location

In June of 2020, local artists installed a temporary art installation on the bike path fence at Railroad Park known as the Say Their Names Memorial. A short time later, the installation was destroyed by unknown person(s). A grassroots community effort then manifested, and a larger installation was created. A local group made up of representatives from [BASE](#), [SoEquity](#) and [SOBLACC](#), known as the Say Their Names Collective, is now leading the effort to create a permanent art installation. The aim of this endeavor is to create a dialogue about race, bring together Rogue Valley residents of all backgrounds, and serve as a declaration of a commitment in Ashland and the Rogue Valley that Black lives matter.

The Say Their Names Collective, put out a call to black artists in the Spring of 2021 to submit proposals. Four proposals were selected and put to a community vote. Two proposals were selected as finalist and those artists presented their conceptual designs to the Commissioners at the October 13, 2021 Regular Business Meeting. At that meeting, both artist stated Ashland Creek Park as their preferred location.

The Say Their Names Collective expects the latest the selection panel will be brought together is January 2022. The project that is selected will then be vetted through the Public Arts Commission process. Upon completion of the Public Art Commission Process, the final design will be presented to the Commissions at a business meeting.

Staff is seeking acknowledgement from the Commissioners to identify Ashland Creek Park as the preferred location so the selection panel, which is being convened by the Say Their Names Collective, can consider the art as well as the location together.

A motion to approve the Consent Agenda would adopt the following motion for this item:

I move to acknowledge Ashland Creek Park as the location for the permanent art installation proposed by the Say Their Names Collective.

ASHLAND PARKS & RECREATION COMMISSION

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PARKS COMMISSIONER STAFF REPORT

Date: November 4, 2021
To: Ashland Parks and Recreation Commissioners
From: Michael Black, Director
Subject: Long-Term Funding for Ashland Parks and Recreation

The Parks Commissioners adopted the following goal as their number one priority:

“Investigate, develop and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission.”

SITUATION

The Ashland Parks and Recreation Commission (APRC) was formed in 1908 by a vote of the citizens of Ashland and from 1908 to 2022, the organization has been funded primarily through property taxes collected by the City of Ashland and passed through to APRC. Until 1996 when state Measure 50 intervened, the pass through was automatic as spelled out in the City Charter. Measure 50 dictated that all property tax funding must be controlled by a Budget Committee and City Council. Even after the state level change, the traditional level of funding of \$2.09/\$1,000 of assessed value was maintained with the support of City Councilors. Then in 2019, the formulation for funding changed to \$1.89/\$1,000 of assessed value, which was a decrease in funding for APRC equal to \$500,000 per year.

In 2022, the formulation will change again, and APRC will receive less funding from property tax and more from Food and Beverage Tax. The result of the new funding will still equal \$1.89/\$1,000 of assessed value, which continues to be less than the traditional funding allotment.ⁱ

Additionally, the funding allocation for 2022 reduces APRC’s voter approved Food & Beverage tax funds designated for CIP by \$562,000 – another cut to our budget.

BACKGROUND

The funding shortfall for the City of Ashland requires them to either reduce expenses or increase revenues – reducing expenses requires a reduction in services to the community and increases in revenue may require more funding from the community to maintain the level of services.

Simply stated, there isn't enough money to go around. The Council will have to decide on whether to cut services or generate more revenue.

ASSESSMENT

As stated above, cutting expenses means that services will be cut. Cities will generally cut non-essential services first, before cutting essential services. I have heard many definitions of what essential vs non-essential services are. I think I can sum it up with this: essential services are related to the health and safety of the community and non-essential services are everything else.

A traditional example of health and safety services would be clean water, adequate wastewater disposal and police and fire protection.

The reality is, however, that the community ultimately decides what is essential and what is not. In recent surveys, our community has placed a high value on the availability and maintenance of parks and trails. This is an argument for parks and open space being an essential service but given the current methodology of funding APRC – receiving our funds through the City of Ashland – APRC Commissioners may not have a say in determining what is an essential service vs. non-essential service.

I believe that the community members still place a high value on the services provided by APRC and given the opportunity to poll the entire community, I believe they would support APRC. Regardless, the problem remains – most of the services provided by the City of Ashland are essential and there aren't enough resources to continue to do everything. Something must give.

In recent discussions with the City of Ashland's finance director and City manager, we have agreed to work together to formulate and present a recommendation to the City Council that will address the long-term funding issues of APRC at the December 6th meeting. Once the formulation has been completed, we will bring that to the Parks Commissioners before presenting it to the City Council.

RECOMMENDATION

While APRC moves forward and discusses the potential for a recommendation to the Council that will address future funding for our organization, I recommend that the Parks Commissioners focus on solutions that will not require further cuts to services.

Recently, Commissioner Landt spoke to the City Council at their October 19, 2021 meeting and suggested that APRC Commissioners will be discussing a few options for future funding. This is an excerpt from his statement:

“ These fiscal hits have left APRC understaffed and our parks under cared for, and along with the potential for more cuts, add up to a rather ominous future for Ashland's parks and recreation. For that reason, APRC staff and Commissioners are exploring creation of a service district, special district, or a special levy. A district would continue the trajectory set up in the City Charter over 100 years ago by once again providing a secure, dependable funding source. Measure 50 disturbed that arrangement, but subsequent City Councils via a “gentlemen's agreement,” continued to fund APRC at \$2.09/\$1000 until 2019 when the agreement was toppled.”

Commissioner Landt's full statement is attached to this memo.

The goals of this initiative as paraphrased from Commissioner Landt's statement at last week's Study Session would be as follows:

- 1) Place a ballot measure before voters for \$2.09/\$1,000 of assessed value in a five-year levy consistent with the funding enumerated in the City Charter
- 2) Begin the more time-consuming and complicated process to form a district to end and replace the levy (assuming levy passes) as soon as feasible with the same \$2.09/\$1,000 assessed value tax base
- 3) If/when a District is formed, ensure that the 25% of Food & Beverage tax currently going to APRC is continued, consistent with past voter approval and ultimately extended

My further recommendation is that APRC follow Commissioner Landt's recommendation to explore the creation of a service district, special district and/or a special levy.

POSSIBLE MOTION

I move to give direction to the director of APRC to perform the work necessary to propose the following short-term and long-term APRC funding measures to the City of Ashland Mayor and Councilors:

1. A \$2.09/\$1,000 assessed value five-year levy for Parks and Recreation Operations to be placed on the ballot for voter disposition on the May 17, 2022 election.
2. Begin the process necessary to form a Parks and Recreation District with a permanent tax rate to replace the five-year levy.

ⁱ People have asked why APRC refers to a millage, i.e.: dollars per thousand of assessed valuation, instead of a dollar amount. The easiest response to that is tradition and consistency. Article 19, Section 3 of the City Charter refers to our funding terms of millage, and therefore APRC has always done the same.

Attachment: Commissioner Landt's full statement to City Council on October 19, 2021

Madame Mayor and Councilors:

My name is Rick Landt, an APRC Commissioner sharing my personal views.

I want to express my disappointment with how the APRC budget has been slashed over the past three years. In the last biennium, 2019-2021, for the first time in APRC's 100 plus year existence, its property tax revenues were cut, from \$2.09/\$1000 of assessed value to \$1.89/\$1000 of assessed value, a 10% cut. At the time, it was framed as a "temporary" cut. The budget approved for this biennium was again set at the equivalent of \$1.89/\$1000 assessed value. In addition, central services charged to APRC were increased by half million/year, the equivalent of another 10% cut. The result of these cuts and increased charges are not consistent with maintaining the parks and recreation system that citizens have asked for and have come to expect.

As if that weren't enough, we have just learned through the budget examination by Allison Chan that the 25% of Food and Beverage tax revenue ear-marked for CIP projects and CIP debt payment is going to the operating budget. Fiscal year 22-23 has zero dollars in the CIP budget! This is the equivalent of a third 10% cut to the APRC budget.

These fiscal hits have left APRC understaffed and our parks under cared for, and along with the potential for more cuts, add up to a rather ominous future for Ashland's parks and recreation. For that reason, APRC staff and Commissioners are exploring creation of a service district, special district, or a special levy. A district would continue the trajectory set up in the City Charter over 100 years ago by once again providing a secure, dependable funding source. Measure 50 disturbed that arrangement, but subsequent City Councils via a "gentlemen's agreement," continued to fund APRC at \$2.09/\$1000 until 2019 when the agreement was toppled.

It's true that APRC's Commissioners were recently on record as not supporting a district formation. But that was in the context of not having secured any funding for next year, a higher priority. Now you have approved funding for 22-23, albeit at an unexpected lower level.

Turning to the future, it appears that a district would be the best way to return stability to APRC revenue. A levy could have similar results, but would only be a temporary fix.

I am asking Council to wholeheartedly support APRC's efforts to find a long-term funding solution that will benefit APRC, the City, and allow APRC to continue to provide first class parks and recreation programs for our citizens and visitors.

And, I am imploring Council to make APRC whole for the coming fiscal year, consistent with the budget APRC submitted and that I believe the majority of you thought you approved.

Thank you.

ASHLAND PARKS & RECREATION COMMISSION

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COMMISSIONERS:

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PARKS COMMISSIONER STAFF REPORT

Date: November 4, 2021
To: Ashland Parks and Recreation Commissioners
From: Michael Black, Sean Sullivan
Subject: Irrigation Central Controller Intent to Bid (Informational)

Situation

A central irrigation control system is used to manage and monitor irrigation infrastructure. A functional central controller will communicate with individual clocks to initiate run-times and also communicates with flow devices and master valves to detect leaks and shut the main line off when necessary. The existing central controller was installed in the late 1990s and is failing. Staff has posted an Intent to Bid for proposals to replace the existing central controller in Lithia Park and North Mountain Park. The Capital Improvement Plan budget includes \$150,000, total for the biennium, to replace the central controller. A system wide upgrade is expected to take multiple years to complete.

Background

When the existing central controller, known as Scorpio, was installed it communicated with irrigation infrastructure in almost all of the developed parks in the APRC system. Run-times were able to be set manually for all parks from a single computer station in the Lithia Park Shop. Individual zones could be run manually using radio signals via hand-held radios for testing and repair in the field. Flow devices were connected to master valves that would detect major main line breaks and would shut off the valve.

Over time the system began to fail, and individual parks were taken off the Scorpio system and put-on stand-alone clocks. The only parks currently on the Scorpio System are North Mountain Park and Lithia Park. It is now necessary for staff to go to each park to increase or decrease run-times depending on weather conditions, which significantly decreases efficiency. Additionally, the flow detection devices are not functional and cannot be repaired. This has resulted in leaks going undetected which can cause damage to infrastructure, increase expenses, and deplete available water resources. There are also communications issues with the remaining components in Lithia Park and North Mountain Park.

Outdated irrigation systems have the following negative impacts, all of which have been directly experienced by APRC with the existing central controller.

- Overwatering, underwatering , and poor leak detection
- High water bills ,
- Risk to plant/landscape health
- Data blindness
- Use of outdated technology
- Inefficient use of staff time

Assessment

Staff began due diligence on exploring replacement options earlier this summer. The vendors that responded to inquires presented two general options for replacement.

1. Changing out the system with an upgraded version of what we have in place. This would require handheld radios for in-field work, would not provide real time alerts, would require all watering scheduled to be entered and changed manually and would only be accessible from a single computer (soft-ware based)
2. Changing out the system with a cloud-based system (WeatherTRAK from HydroPoint). This can be accessed through a mobile app for in-field work and managed from any computer connected to the internet, provides real time alerts that can be sent to multiple users, measures water flow in real time, utilizes advanced technology to continually alter run-times to deliver the most efficient water schedule based on localized conditions and includes superior data collection/management tools.

Staff is in the process of moving forward with item number 2, posting an Intent to Bid (ITB) for a cloud-based system. Such a system will provide the following benefits:

Modern Tools for Management

- **Increased Control Access**

A cloud-based system allows easy access through mobile phones and any computer, not just a single computer as required when using software-based systems. Access can be customized by user to get information and different levels of access to the right people while allowing only authorized people to make changes to schedules and other system settings.

Existing Problem: Radios or plug in keyboards are needed to manually turn on the system for testing purposes.

Solution: This process is not intuitive or convenient. A cloud-based system turns any smart phone into a remote that can be easily used by staff to turn on zones with the click of a button.

- **Track Assets, Locations and Repair Logs**

The mobile app can be used by maintenance staff to inventory irrigation infrastructure and assign map locations. The asset map is used by the system to identify infrastructure components that needs to be repaired when errors are detected. Repair logs can also be entered through the mobile app by staff to better track when and where repairs are made.

Existing Problem: APRC infrastructure is extensive and has been added to over the years by staff members that are no longer with APRC. Irrigation infrastructure is not currently mapped in an easily accessible central location.

Solution: Creating a digitally mapped infrastructure inventory will address the loss of institutional knowledge when staff members move on and will provide easily accessible maps to quickly locate infrastructure.

- **Superior Reporting Capabilities**

Multiple reports types are customizable and can be created instantly or automatically generated and delivered to multiple users. Report types include: Controller Settings, Usage, Alerts, Budget Management and Drought Management. Having usage data at our fingertips will allow us to use water wisely and better manage the water budget.

Existing Problem: The current system lacks robust data collection. Data from water bills needs to be compiled into a spreadsheet for analysis. This process is time consuming and may result in usage issues not being identified in a timely manner.

Solution: An updated system will provide usage data in real time. Additionally, we will have our own data point to dispute overcharges, which have occurred multiple times in the last year.

- **Flow Detection Capabilities**

Flow sensors can be installed alongside a master valve at every point of connection that communicate back to the central system. Flow thresholds can be set up that will trigger alerts to staff to fix small leaks or automatically shut the main line at the master valve if a large break is detected. There are flow sensors that can detect usage down to 1.5 gallons per minutes.

Existing Problem: The existing system no longer tracks flow. This has resulted in leaks going undetected for

days, weeks and in a recent case months. The only ways to identify leaks are from eyes on the ground and water bill analysis, which can lead to delays in addressing water loss.

Solution: Real-time flow detection would allow water loss to be automatically detected and quickly remedied.

- **Real Time Alerts**

Real time system alert notifications can be set-up and customized for individual users. This will allow staff to act immediately, before an issue becomes a bigger problem. Types of alerts include No Flow, Station Low Flow, Station High Flow, Leak, Mainline Break, Valve Short and many more. These alerts will efficiently direct staff to problems that can be addressed based on severity.

Existing Problem: The zone that irrigates the main soccer field at North Mountain Park recently failed. The issue was not immediately known to the irrigation crew and the field was unusable for a period while it was rehabilitated from loss of water.

Solution: In this instance a valve failed, which can be immediately been detected by an updated system, triggering an alert to irrigation staff to address the issue.

- **Smart Scheduling**

Landscape level factors can be used to automatically adjust run-times based on variables such as slope, soil type, vegetation type and evapotranspiration (ET). HydroPoint uses a proprietary system that measures ET down to the square kilometer. This does not preclude staff from making manual adjustments as necessary for special projects or if ET readings are not 100% accurate for specific zones.

Existing Problem: If individual clocks are not adjusted in-time, irrigation zones may run shortly after it rains or even while it is raining.

Solution: Using smart scheduling will result in watering only when it is necessary and will also improve the public perception of how well APRC manages water resources.

- **Customer Service and Equipment Issues**

Staff will seek a system that is capable of providing local support for hardware issues and has the capability to provide remote customer service for the program. A cloud-based system can be directly accessed by customer support so a specific solution can be provided for issues.

Existing Problem: A local service technician has not been available in the region for the existing system for some time, making it difficult to address hardware issues. The existing customer support for the program of our current system does not have the technical capabilities to address issues remotely.

Solution: Readily available customer support for hardware and program issues will help ensure the new system is maintained and managed properly.

- **Bottom Line**

The benefits listed above should result in measurable water savings from a natural resource perspective and a monetary perspective.

Staff time will also be managed more efficiently. Realtime flow detection and alerts will immediately notify staff of problems that need to be addressed. The detection system is capable of identifying specific zones to point staff in the right direction.

This project would support goal number seven of the 2021-2023 APRC Biennium Goals.

#7 EXPLORE AND IMPLEMENT, AS FUNDS ALLOW, CAPITAL IMPROVEMENTS THAT WOULD REDUCE LONG TERM MAINTENANCE COSTS WITH A GOAL FOR THE IMPROVEMENTS TO PAY FOR THEMSELVES.

Recommendation

Staff is recommending the process to replace the central irrigation controller continue to move forward. Estimates to upgrade Lithia Park and North Mountain Park have come in just over \$135,000. There is \$150,000 allocated for this project in the CIP budget.

Staff will bring back a contract to the Commissioners at the end of the bidding process for approval. Because of the amount of the contract, if approved by Commissioners, it will be necessary to get final approval from the City Council who act as the local contract approval board for all APRC contracts over \$100,000.

Attachments: [Hardware & Installation Estimates](#) (electronic); [Intent to Bid Posting](#) (electronic)