

**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
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- 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