

**MINUTES FOR STUDY SESSION  
ASHLAND PARKS & RECREATION COMMISSION  
April 7, 2021 – 6:00 p.m.  
Electronic Meeting**

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

Absent: None

This meeting was recorded by APRC staff. The recording can be found on the [APRC YouTube Channel](#).

**I. CALL TO ORDER**

The meeting was called to order at 6:02 p.m.

Commissioner Gardiner announced that the Ashland School Board would like to hold a joint meeting with the Parks Commission to discuss common goals and issues, including access to Hunter Ct, Lincoln School, and Daniel Meyer Memorial Pool. The proposed date is April 27 at 6:30 p.m. The meeting will be held electronically.

**II. PUBLIC INPUT**

None

**III. APRC 2021-2023 BIENNIUM GOALS DISCUSSION 6:06pm**

Director Black [presented slides](#) showing refined goals that Commissioners have submitted and discussed in previous meetings. The details of the refinements were included in the [meeting packet](#).

**1. Investigate, develop, and implement a dedicated permanent funding source to ensure the long-term financial sustainability.**

**Objectives:**

- a. **Update MOU with the City of Ashland and implement new fee schedule**
  - b. **With the City of Ashland, investigate and implement dedicated funding sources directed to APRC, such as the Food and Beverage (F&B) Tax and the Transient Occupancy Tax (TOT)**
  - c. **explore the feasibility of forming an independent taxing district**
- Black stated reviewing the System Development Charge (SDC) fees are currently listed under the Master Plan goal, which would need to be completed to see if raising the SDC fees are justifiable per state mandates
    - Black stated that an objective could be added to this goal that states: *Complete the System Development Charge (SDC) evaluation and establish SDC fees consistent with services provided*
  - Black clarified that the MOU with the City of Ashland includes the maintenance of the boulevards, plaza, airport, and other city lands. Black mentioned that over time APRC has taken on more and more duties, such as maintaining city trails, without an increase in the fees collected by APRC from the City of Ashland

**2. Update the Ashland Open Space Comprehensive Plan and develop strategies to implement the plan and purchase critical lands as appropriate based on needs, availability of land and ability to maintain the land.**

- Landt stated support for this goal and believes the primary update would be to the map and not the plan itself needing updating. Landt cited a property adjacent to Helman School that could have served as a soccer field location, which is no longer needed, and that this property is no longer available due to the expansion of Helman School so should be removed from the map
- Lewis stated the need to update planning documents on an ongoing basis

### **3. Explore the feasibility of and decide on the addition of a low-angle trail within the east side open space of Lithia Park as proposed by the Rogue Valley Mountain Bike Association**

- Landt requested that this goal to be reworded to include more trails and should focus on the sustainable trails plan Rogue Valley Mountain Bike Association (RVMBA) submitted to Commissioners, with the caveat that APRC should only be reviewing trail proposals that are on APRC land
- Bell requested for the goal to include clearer signage on existing roads so new trails would not need to be cut where infrastructure already exists
  - Black mentioned that this objective is in the Trails Master Plan and could be added here as an objective or direction that could be taken during the process of planning on trail proposal(s)
- Eldridge agreed with Landt and would support the RVMBA sustainability trails plan to evaluate and review and would like to see the Lithia Park low angle trail stay as an objective
- Lewis mentioned that he has been getting feedback from concerned citizens regarding the Lithia Park trail and that it needs further review and input prior to modifying rules that have been established for a significant period of time
- Black suggested making the goal more general and split the trail proposal into two objectives: 1) Lithia hillside trail ; 2) other trail proposals
  - Black stated that the Lithia hillside trail will likely have more users/stakeholders that will want to weigh in on the Lithia Hillside trail proposal

### **4. Perform a system-wide master plan for APRC to include the following sections, at least: (sections may be completed together or independently)**

- a) **Vision and Goals**
  - b) **Park System Maintenance and Improvements**
  - c) **Fleet Evaluation Recommendations**
  - d) **Environmental Sustainability and Implementation Plan**
    - i. **Greenhouse Gas Inventory**
  - e) **SDC Evaluation**
  - f) **Design and Maintenance Guidelines**
  - g) **Review and Update of all APRC Policies**
- Black clarified that some sections could be developed internally, but some sections would be outside of the expertise of APRC staff and would require consultants
    - The sections staff is capable of working on can be started prior to bringing on consultants Black also stated that staff bandwidth is limited
  - Bell stated that APRC is not sufficiently considering the greenhouse gas footprint of the organization and its effect on the local environment. As leaders of the community, Bell stated APRC should have a stand-alone greenhouse gas inventory and mitigation goal with the following objectives:
    - Inventory all gas-powered landscaping equipment, plus any non-passenger gas or diesel fuel equipment, and estimate relative emissions and greenhouse gas pollution impact and develop a cost estimate for replacement. The inventory, analysis and replacement schedule would be completed by the end of the summer with a replacement schedule
    - Obtain a quote to cover the new pool, which would reduce water loss and the cost of heating the pool. Determine heating costs both with and without the cover to identify the plan that costs the least.
      - A separate goal would be needed for funding the pool
    - Inventory APRC owned passenger equipment to assess emissions and determine the replacement cost and schedule
    - Inventory the heating mechanisms of all APRC facilities and determine the replacement cost and schedule
  - Lewis stated a concern that the greenhouse gas inventory could be delayed if it is included as part of the master plan

- Eldridge asked if the four points listed by Bell were determined by a cost benefit analysis and advocated for undertaking a comprehensive energy audit, which would help prioritize carbon reduction efforts
  - Bell supported completing a more comprehensive analysis, but stated the items he brought up are known sources of greenhouse gases and work can start immediately to address them
- Eldridge recommended that Environmental Sustainability and Implementation Plan should be its own goal
  - All Commissioners were in support
- Black recommended setting timelines after the goals have been adopted and once the aspects of implementation have been evaluated
- Bell stated that there may be an opportunity for outside funding available to purchase electric powered equipment
- Landt opened a new area for discussion at the end of the dialogue regarding Goal #5. He asked about including an objective under the master plan goal that says “Evaluate bicycle and pedestrian routes on APRC properties and those leading to APRC properties. Identify areas of highest concern for safety and accessibility of users with the intention of creating a plan of action to address deficiencies.”
  - Black stated this would be a good thing to evaluate and that it could easily be included in the master plan. When dealing with other entities on pedestrian and bike safety, having this item called out will help implement safety measures and infrastructure
  - Landt stated that there are significant safety issues on Winburn Way in Lithia Park, but that the evaluation should be systemwide

**5. Investigate ways to improve Diversity, Equity, and Inclusion (DEI) for both internal workforce and public access and services. With the help of a qualified DEI consultant, gather community input, define areas for improvement, and implement action in alignment with City DEI policies and initiatives.**

- Black stated that a consultant would be required for this goal and that there are funds in the current budget to pay this and that the fee to work on this goal would be less than other projects, such as the systemwide master plan
- Black clarified that the City is working on this and that additional work is needed to better tailor improvements to APRC
- Eldridge asked if the “Say Your Name” exhibit proposed could be in an objective of this goal
  - Lewis stated that he is the liaison for the Public Arts Commission and that this is coming forward and would like APRC to be included in the discussions
  - Gardiner stated this process is being steered by the City and the Public Arts Commission and that APRC will be involved if the desired permanent location is on APRC property
  - Commissioner discussion concluded not to add this item as an objective, but Commissioners stated general support for the project

**6. 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**

- Replace main irrigation central commuter system**
- Transition from City Water to TID (Talent Irrigation District) or is of other water rights where applicable for irrigation purposes**

- Landt suggested changing “TID or is of other water rights” to “irrigation waters”

**7. Build East Main Street Neighborhood Park including the dog park, bike-skills park and pump track**

- Black stated the design of this park is still underway and including this as goal gives direction to continue moving forward with establishing this park

**8. Install basketball court at Ashland Creek Park in graveled areas with striping for multiple uses, including pickleball**

- After discussion about making the goal more broadly to state that the Ashland Creek Park Master Plan should be implemented, it was determined that the goal would stay as written

### **9. Create a small pocket park at Oak Knoll**

- The design has been completed. Including this on the goals list will inform staff how to put together the Capital Improvement Plan (CIP) budget

### **10. Mitigate fire vulnerability on all APRC lands and if discovered there is a large volume of mitigation work - Explore funding to support fire suppression**

- Landt suggested the following rewording of the goal: "Mitigate fire vulnerability on all APRC lands and explore funding to support fire suppression"

### **11. Improve public aquatic recreation and competitive options in Ashland consistent with the findings and recommendations of the Pool Ad Hoc Committee and ensure the continuous operation of an adequate recreational pool in Ashland during the summer months, at a minimum until construction on a new pool begins**

- The goal has not changed from the last biennium

### **12. Continue to work with COA (City of Ashland) and the Chamber and other organizations to promote tourism in outdoor recreation**

#### **Objective**

#### **a) Promote parks and pedestrian/mountain bike trails as a healthy and safe tool for economic recovery**

- Black stated that he envisions APRC supporting the Chamber of Commerce in this activity while also working to maintain parks and trails to support tourism
- Eldridge would like to better define the role APRC will play in supporting outdoor recreation and mentioned inefficiencies within bureaucratic processes. Eldridge suggested the following objectives:
  - Streamline and clarify the application process for activities and special events
  - Transition the review of new trails and alteration of existing trails within the Ashland watershed under the purview of APRC
- Eldridge stated that the insurance requirements are an issue for small businesses and organizations and that additional research on what is necessary should be completed
  - Black stated there may be other cities that require less coverage than the \$2,000,000 liability required by the City of Ashland. These cities are likely self-insured and make the determination on what is required. The City of Ashland and APRC are insured by CIS and they dictate the level of insurance required by outside groups when holding events on public property
  - Black stated that staff can look into this further to determine more specifics about insurance requirements for different types of activities

### **13. Work with local partners, including Ashland School District and Southern Oregon University to obtain agreements for mutual use of facilities including school gyms for recreation leagues or open play during non-school times and during smoke events**

- Lewis stated these issues will be addressed in the Recreation Division Advisory Committee (RDAC)

#### **Other Goals**

- Black addressed goals from the current biennium that staff is suggesting not move forward
  - Complete and Implement the Lithia Master Plan
    - Landt stated the same argument for including the East Main Park goal can be made to maintain a Lithia Park goal. Landt suggested the following goal: "Complete review of Lithia Park Master Plan, bring before Commissioners for approval, prioritize improvements, and then begin implementing highest priority improvements."
  - Collaborate with Ashland Soccer Club to explore ways to maximize available soccer fields
    - Black stated staff can work on this issue without it being a goal and can be addressed by the RDAC
  - Butler Perozzi Fountain Restoration

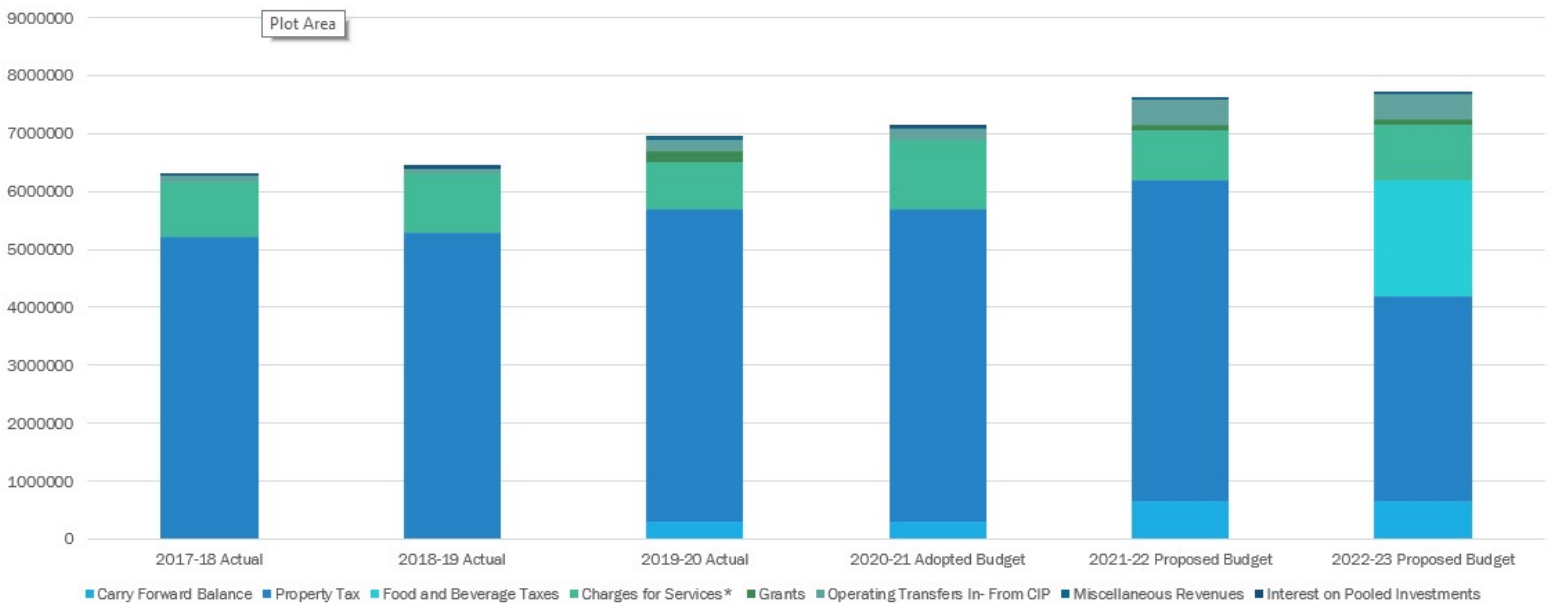
- Gardiner stated that it would be nice to include as an objective under the Lithia Park Master Plan goal because the Ashland Parks Foundation is working on prioritizing fundraising for this project and it would be good to align with this effort
  - Complete Japanese Garden
    - Construction is underway and will be completed

Black will send Commissioners the revised goals for review and will report back on the process of Commissioners voting on goals

#### IV. BUDGET/REVENUE DISCUSSION

Director Black showed the Commission changes in revenue sources in the charts below

### CHANGES IN REVENUE SOURCES



### REVENUE DETAIL

|                                  | 2017-18 Actual      | 2018-19 Actual      | 2019-20 Actual      | 2020-21 Adopted Budget | 2021-22 Proposed Budget | 2022-23 Proposed Budget |
|----------------------------------|---------------------|---------------------|---------------------|------------------------|-------------------------|-------------------------|
| Carry Forward Balance            |                     |                     | 305,538             | 305,538                | 650,000                 | 650,000                 |
| Property Tax                     | \$ 5,209,500        | \$ 5,290,500        | \$ 5,391,900        | \$ 5,391,900           | \$ 5,552,939            | \$ 3,546,997            |
| Food and Beverage Taxes          | -                   | -                   | -                   | -                      | -                       | 2,005,942               |
| Charges for Services*            | \$ 968,695          | \$ 1,018,224        | \$ 819,739          | \$ 1,181,475           | \$ 854,723              | \$ 948,981              |
| Grants                           | \$ 750              | \$ 500              | \$ 190,356          | \$ 15,000              | \$ 90,000               | \$ 90,000               |
| Operating Transfers In- From CIP | 85,000              | 85,000              | 185,000             | 185,000                | 435,000                 | 435,000                 |
| Miscellaneous Revenues           | 19,883              | 25,700              | 33,425              | 31,000                 | 25,000                  | 25,000                  |
| Interest on Pooled Investments   | 9,692               | 20,599              | 19,232              | 23,543                 | 15,000                  | 15,000                  |
| <b>Total</b>                     | <b>\$ 6,293,520</b> | <b>\$ 6,440,523</b> | <b>\$ 6,945,190</b> | <b>\$ 7,133,456</b>    | <b>\$ 7,622,662</b>     | <b>\$ 7,716,920</b>     |

\* Recreation, rentals, maintenance agreements

- The City of Ashland is proposing a change in the F & B Tax. This would attribute all of the F&B taxes to APRC (2,005,942 in the proposed 21-23 budget) and reduce the amount of property tax APRC receives from the general fund. The City is also proposing a dedicated percentage or millage of property taxes provided to APRC
- Black needs to clarify that the \$2,005,942 in the proposed 21-23 budget is 73% of the total projected F&B since APRC already received 25% of F&B as currently allocated
- Black stated this does not solve our budget issue, but F&B would be one dedicated funding source for APRC
- Black clarified that the use of an ending funds balance will not be available in subsequent budget cycles and APRC still needs to identify approximately \$1million to maintain current funding levels
- Black displayed the following conditions to move forward with this proposal
  - 25% of F&B Tax remains for Major Maintenance and New Projects at the Commissioners' Discretion
  - 73% of F&B Tax to be Used for Operation at the Commissioners' Discretion (the City will keep 2% for administrative overhead)
  - F&B Tax Must be Extended for at Least 10 Years (at least until 2040; this would need to be voter approved)
  - City Council Must Adopt an Ordinance Dedicating a Specific Percentage Allocation to APRC from Property Tax
  - City Attorney Explores Lawfulness of Designating APRC as a Contracting Review Board
- Landt stated he would like to see a modification to the City Charter rather than an ordinance
  - Black stated that only voters can change the City Charter for clarification
- Commissioners stated general agreement with discussions on the proposal to move forward

**V. CAPITAL IMPROVEMENT PLAN (CIP) BUDGET PRESENTAION**

Black presented a [draft of the CIP plan](#) for the Biennium 21/23.

| Description                               | 2021/23 Budget Proposal | FY 2021/22       |                |                    | FY 2022/23       |                |               | 2022-23 Totals   | 2022/23 Grand Total |                    |
|---|-------------------------|------------------|----------------|--------------------|------------------|----------------|---------------|------------------|---------------------|--------------------|
|   |                         | F&B              | SDC            | Other (grant/loan) | 2019-20 Totals   | F&B            | SDC           |                  |                     | Other (grant/loan) |
| Dept Payments (Calle, Briscoe, Garfield)  | 374,734                 | 187,687          |                |                    | 187,687          | 187,047        |               | 187,047          | 374,734             |                    |
| Operations Transfer                       | 870,000                 | 435,000          |                |                    | 435,000          | 435,000        |               | 435,000          | 870,000             |                    |
| Real Estate Acquisition (East Main)       | 150,000                 |                  | 100,000        |                    | 100,000          |                | 50,000        | 50,000           | 150,000             |                    |
| Repair Perozzi Fountain @ Lithia Park     | 435,000                 | 35,000           |                | 75,000             | 110,000          |                | 325,000       | 325,000          | 435,000             |                    |
| Japanese Garden                           | 1,250,000               |                  |                | 1,250,000          | 1,250,000        |                |               | -                | 1,250,000           |                    |
| Daniel Meyer Pool Rebuild                 | 5,255,000               | 255,000          |                |                    | 255,000          |                | 5,000,000     | 5,000,000        | 5,255,000           |                    |
| East Main Park Development                | 941,000                 | 125,000          |                | 691,000            | 816,000          |                | 125,000       | 125,000          | 941,000             |                    |
| Kestral Park Bridge                       | 550,000                 |                  |                | 550,000            | 550,000          |                |               | -                | 550,000             |                    |
| Lithia Park Improvements                  | 243,000                 |                  |                | 243,000            | 243,000          |                |               | -                | 243,000             |                    |
| All Parks Master Plan                     | 200,000                 | 150,000          | 50,000         |                    | 200,000          |                |               | -                | 200,000             |                    |
| Mace Property Trail                       | 25,000                  | 25,000           |                |                    | 25,000           |                |               | -                | 25,000              |                    |
| Skills Park                               | 225,000                 |                  |                |                    | -                |                | 225,000       | 225,000          | 225,000             |                    |
| Oak Knoll Playground                      | 125,000                 |                  |                |                    | -                | 125,000        |               | 125,000          | 125,000             |                    |
| TID Improvements                          | 100,000                 | 50,000           |                |                    | 50,000           | 50,000         |               | 50,000           | 100,000             |                    |
| Ashland Creek Park Basketball Court       | 75,000                  |                  |                | 75,000             | 75,000           |                |               | -                | 75,000              |                    |
| 2nd Bear Creek Greenway Pedestrian Bridge | 750,000                 | 75,000           |                |                    | 75,000           |                | 675,000       | 675,000          | 750,000             |                    |
| Beach Creek Restoration                   | 35,000                  |                  |                | 35,000             | 35,000           |                |               | -                | 35,000              |                    |
| ICC Motorola Control (Irrigation)         | 200,000                 |                  |                |                    | -                | 200,000        |               | 200,000          | 200,000             |                    |
| <b>Total</b>                              | <b>11,803,734</b>       | <b>1,337,687</b> | <b>150,000</b> | <b>2,919,000</b>   | <b>4,406,687</b> | <b>997,047</b> | <b>50,000</b> | <b>6,350,000</b> | <b>7,397,047</b>    | <b>11,803,734</b>  |

CIP has several funding sources including F&B tax, SDCs, grants and loans. Some projects listed in the other categories still need funding for example the Daniel Meyer Memorial Pool renovation. Black [displayed a table detailing revenue sources](#).

| <b>SOURCE</b>                      | <b>Ending Fund Balance - 2020/21</b> | <b>Revenue - 2021/22</b> | <b>New Revenue - 2022/23</b> | <b>Total Biennial 2021/23</b>      | <b>Total Biennial Expense</b> |
|------------------------------------|--------------------------------------|--------------------------|------------------------------|------------------------------------|-------------------------------|
| F&B                                | 1,188,900                            | 600,000                  | 600,000                      | 2,388,900                          | 2,334,734                     |
| SDC                                | 100,000                              | 50,000                   | 50,000                       | 200,000                            | 200,000                       |
| Land Sales                         | 691,000                              |                          |                              | 691,000                            | 691,000                       |
| Grants                             |                                      | 2,228,000                | 6,225,000                    | 8,453,000                          | 8,453,000                     |
| Other                              |                                      |                          | 125,000                      | 125,000                            | 125,000                       |
| <b>Total Anticipated Resources</b> |                                      |                          |                              | <b>11,857,900</b>                  |                               |
|                                    |                                      |                          |                              | <b>Total Anticipated Resources</b> | <b>11,803,734</b>             |

- Landt questioned including the Mace property trail in the CIP and feels like that it is not a goal and that the money could be better used in other areas, such as the Main Upper Lithia Park East Side Trail entrances (one on Pioneer and the other on Glenview)
  - Black stated that there are projects that have been identified in adopted plans, such as the Trails and Open Space Master Plan, and that those projects are funded through the CIP. Additionally, there is a safety issue on the Mace Property Trail that needs to be addressed and that Commissioners have the final say on what is funded in the CIP
- If projects require grants funds, they will not move forward unless grants are received
- Black stated APRC should be receiving money from the Federal Relief Act but does not know the amount yet
- There is a projected surplus of \$54K of anticipated resources, which can be allocated to a CIP project
- Commissioners will adopt a final CIP budget at a future business meeting. Allocations and projects can be amended at that time by Commissioners

## VI. ANNOUNCEMENTS

Director Black mentioned that some elected City officials are asking for a city-wide concert in Lithia Park. Black said that after speaking with staff that he is recommending to not prioritize new events during this time.

Commissioner Lewis announced that the Public Arts Commission meets Friday April 9 at 8:30 a.m.

## VII. ADJORNMENT

The meeting adjourned at 9:09 p.m.

Respectfully Submitted,  
Sean Sullivan, Executive Assistant