



**AGENDA FOR REGULAR BUSINESS MEETING  
ASHLAND PARKS & RECREATION COMMISSION**

June 8, 2022

Electronic Meeting – 6 p.m.

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

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- a) APRC Study Session – May 4, 2022
- b) APRC Regular Business Meeting – May 11, 2022

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. PUBLIC FORUM

V. CONSENT AGENDA

- a) Subcommittee Minutes Acknowledgment
  - [Current Parks, Conservation, and Maintenance Subcommittee – December 7, 2021](#)
  - [Ashland Senior Advisory Committee – March 14, 2022](#)
  - [Trails Master Plan Review Committee – April 14, 2022](#)
  - [Trails Master Plan Review Committee – May 2, 2022](#)
- b) Ashland Senior Advisory Committee Member Appointment

VI. DIRECTORS REPORT

VII. UNFINISHED BUSINESS

- a) Oak Knoll Irrigation – Use of Culinary Water (Possible Action)

VIII. NEW BUSINESS

- a) Review of Committees and Subcommittees of APRC (Possible Action)

IX. ITEMS FROM COMMISSIONERS/STAFF

X. UPCOMING MEETING DATES

- a) APRC Study Session—July 6, 2022
  - Electronic Meeting—6 p.m.
- b) APRC Regular Business Meeting—July 13, 2022
  - TBD—6 p.m.
- c) Bee City USA Subcommittee—June 30, 2022
  - Electronic Meeting—9:00 a.m.
- d) Recreation Division Advisory Committee—June 16, 2022
  - Electronic Meeting—4:00 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](http://www.ashland.or.us).

## Public Participation Instructions

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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 will be accepted via email sent to [sean.sullivan@ashland.or.us](mailto:sean.sullivan@ashland.or.us). Please include "**Public Testimony**" in the subject line. Written testimony submitted the Tuesday before the meeting by 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](mailto:sean.sullivan@ashland.or.us) the Tuesday before the meeting by 11:00 am. Late requests will be honored if possible. Please provide the following information: 1) make the subject line of the email "**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  
March 4, 2022  
Electronic Meeting – 6 P.M.

Present: Commissioners Landt (Chair), Lewis (Vice-Chair), Bachman, Bell, Eldridge; Director Black, Senior Services Superintendent Glatt, Supervisors Miller and Casale; Analyst Kiewel; Manager Sullivan

Absent: Deputy Director Dials

This meeting was recorded and uploaded to the APRC YouTube Channel: <https://youtu.be/YrOnwwAO1Vk>

### I. CALL TO ORDER

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

### II. E MAIN PARK PRELIMINARY DESIGN PRESENTATION

Black provided the following background on the E Main Park project.

- This park is replacing the YMCA Park which was sold several years ago back to the YMCA
- This project is funded through proceeds on real estate transactions
- The project is in the planning phase. The consultants from Terrain Landscape were present to present the preliminary plan
- A version of this plan was recently presented to the public. Since that presentation, comments from the public and the E Main Park working group have been taken into consideration and incorporated into the preliminary plan

The presentation by Piper von Chamier and Erin Gambacorta of Terrain Landscape begins at [2:47 in the meeting video](#). The [preliminary design plans](#) were included in the meeting packet and the [presentation slides](#) have been uploaded to the web page for this meeting. Highlights from the presentation include the following:

- Commissioners identified developing E Main Park as the number four (4) goal for the biennium
- The first public meeting to collect input on the design of E Main Park was held on October 24, 2019
- Low water use and low maintenance are key considerations in the design phase
- A public listening session was held on August 18, 2021. A basic diagram was displayed at the meeting to get input from the public
- A survey was sent out in September 2021 to provide the public an opportunity to provide input on potential uses and features at the park. The top five most important activities are as following: Pump Track – 53.33%; Walking Paths – 45.39%; Pollinator Plants – 38.04%; Picnic Area – 33.92%; Playground (Ages 6+) – 33.24% (a full list is displayed in the presentation at [17:04 in the meeting video](#)).
- Terrain Landscape and their traffic consultants met with the Ashland Transportation Commission meeting on November 18, 2021, and also met with Jackson County since the section of E Main Street adjacent to the property is a county-maintained road. Transportation planning includes pedestrians, bicycles and vehicular access. Additionally, improvements to E Main to facilitate the future construction of an RVTB (Rogue Valley Transportation District) bus stop will be included in the park development process
- Another public listening session was held on March 3, 2022, where a schematic plan was displayed that was more detailed than what was displayed in August 2021
- The updated plan includes the following features:
  - **Community Garden:** The community garden has grown to half an acre and the design of this will be done through a collaborative process with the public/gardeners
  - **Skill Park and Pump Track:** The location is a placeholder. The design of the pump track is being subcontracted out and will take place in the future
  - **Dog Park:** The dog park is bigger than previous designs. There are two separate areas that share a single shade structure that spans the fence separating the two areas. Storm water will be directed to these areas and will be incorporated into a feature of the dog park

- **Nature Play/Playground:** The central area will include artificial turf with some wood chips surrounding the play structures. The nature play will be adjacent to a small lawn area that includes covered picnic areas. A split rail fence will separate this area from the parking lot
- **Restroom:** The restroom will consist of a covered portable toilet that has a permanent shade structure built around it
- **Walking Paths:** There are walking paths around the perimeter and interior of the park
- **Sports Court:** A 50' x 94' multi-sport court is located near the central lawn area
- The vegetation included in the park will be planned for lower water use and less maintenance requirements
- Next Steps include the following items
  - Pump Track design
  - Engineering design of the right of way and parking areas
  - Design development of all park areas
  - User group meetings (Community Gardeners; RVMBA [Rouge Valley Mountain Bike Association]; Bee City USA; Sports Court Groups; Ashland Senior Advisory Committee; Neighborhood Associations)
- Black stated the intent of this presentation was to get questions and comments from Commissioners, provide information to the public and allow the public another opportunity to provide input

#### Questions & Discussion

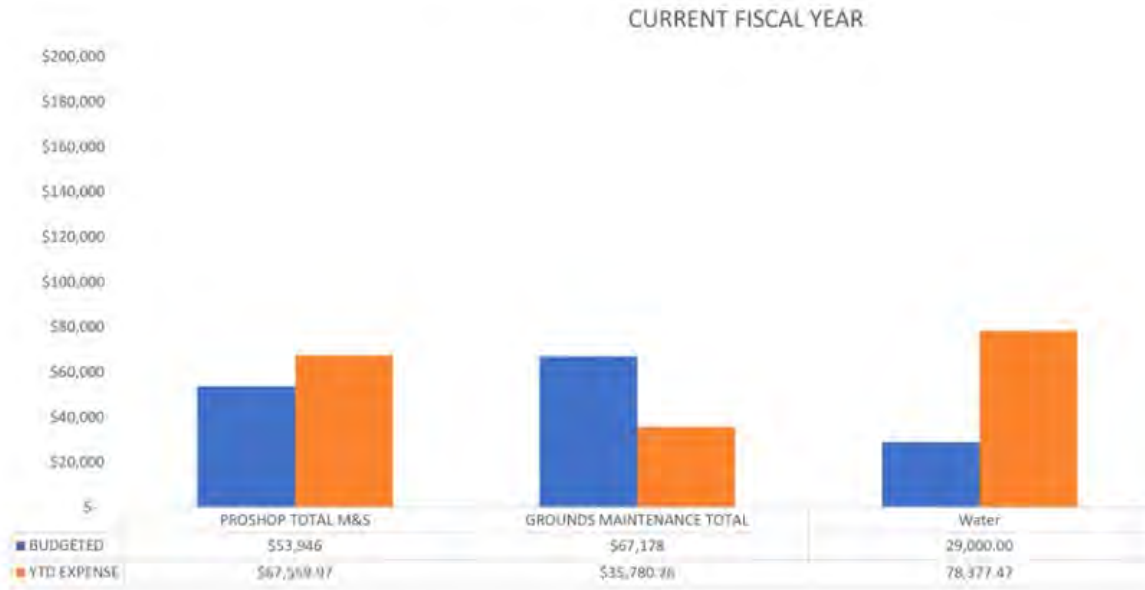
- Eldridge stated that there was a conversation, months back clarifying that there are not enough resources to extend the central bike path to connect to this park, but is happy to see that a sidewalk will be added to E Main Park and inquired about the extent of the new sidewalk
  - Von Chamier stated that right-of-way improvements along E Main are required, including sidewalks, that will extend from Clay Street (west) to Croker Street (east). Additionally, Clay Street is slated to be a bike boulevard and will be striped accordingly
- Lewis stated that the public presentation in March was productive and at one point, 80 people were in attendance (electronically). Lewis added the design covers all the bases and will be a great addition to the community
- Bachman stated that this process is a fabulous example of public engagement and hopes this is used as a model for future projects and had additional inquiries about transportation issues on E Main. Von Chamier clarified the following point:
  - The large ditch on E Main will be covered from Crocker St to Clay St and will be incorporated into the sidewalk on E Main St
- Black clarified that there is not a clear connection from the central bike path to this park. It would be necessary to span the railroad tracks to improve this connection. Clay Street will become more accessible to bikes when it is striped and signed as a bike boulevard
  - Bachman stated concern about bikes on Clay St and would like to see a connection to the central bike path. Bachman noted that this connection is beyond the scope of this project/discussion, but wanted to put it out there
- Von Chamier clarified that the improvements for the RVTV bus stop would not encroach onto park property and would not include cut outs/pull outs for buses
  - Black added that improving public transportation is complimentary to the transportation plan by increasing options to travel to the park
- Bell asked if it is possible to set up a charging station for electric bikes
  - Black stated this could be discussed further. Von Chamier added that the next phase of the design will include utilities, and this could be wrapped into that process
- Von Chamier clarified that code does not require a minimum number of restroom stalls. Black added that he would like to accommodate people as best as possible
- Bachman asked if local bicycle organizations will be assisting with the maintenance of the pump track and skills park
  - Von Chamier clarified that the pump track will be designed by a national group (Velo Solutions). The skills park will be built by RVMBA. There will be little to no maintenance required for the pump track because it will consist of artificial turf and asphalt
  - Black reiterated that RVMBA will be a partner in design, construction, and maintenance of the skills park. APRC is currently working with RVMBA to re-design the dirt jumps adjacent to the dog park
- Eldridge stated that the multi-generational aspect is extremely important for this park. Eldridge has heard comments that there is too much going into one area but sees this as a benefit rather than a negative. Eldridge noted that it is not uncommon for pump tracks to be isolated from other amenities and this park provides a wonderful opportunity for families to engage in multiple activities in one location. Eldridge stated that it is good for the community to bring different types of park users together and this park will be a place that reflects the diversity of Ashland

### III. OAK KNOLL GOLF COURSE DROUGHT IMPACTS / BUDGET DISCUSSION

Black reminded everyone that this is a work session, and the information is being presented to inform and get input. No decisions will be made at the meeting. The presentation of this item begins at [1:00:08 in the meeting video](#). The presentation and discussion included the following points:

- Black [displayed a chart](#) showing the actual monthly water charges for the golf course for FY19, 20 and 21
  - Black noted that in June 2021 expenses drastically increased due to TID (Talent Irrigation District) water becoming unavailable due to drought conditions. Black added that the golf course used too much city water for irrigation when TID became unavailable
  - Black stated that continuing to use culinary water (which is significantly more expensive than TID water) is not feasible from a budgetary or natural resource management perspective
- Water costs continued to be higher than typical, and in the current fiscal year this is a major expense APRC cannot afford
  - Actual expenses for water at the golf course are as follows: FY19 - \$15,899.76; FY20 - \$26,247.98; FY21 - \$49,046.02
  - Projections for the current and next fiscal years were presented as follows: FY22 - \$96,377.47 / FY23 - \$89,451.08 (if culinary water is used to meet the irrigation needs of the golf course)
  - A typical year of expense for irrigating the golf course (primarily with TID water) is \$15-30K
- Black displayed the YTD for Budgeted vs. Action Expenses

## Budgeted vs Actual Expense YTD



- In a typical year water would take 19% of the materials and supply budget (when TID water is fully available). For the current fiscal year water is already at 43% of the budget
- Black reiterated that the golf course is already over budget and continuing to use culinary water for irrigation purposes would exacerbate the situation
- Black displayed the recommendation that was made by the Golf Course Subcommittee at the last subcommittee meeting after reviewing the information that Black presented to Commissioners:

*Deforest moved that the Golf Course Subcommittee recommends maintaining the golf course long-term and in the short-term find ways to keep operations going while looking into alternative solutions for future droughts. Seconded by Rothermel.*

*The vote was all yes (Landt was absent at the time of the vote)*

- Black clarified that culinary water has been used at the golf course in the past, but not to the level seen recently and what it would take with TID not available as it has been in past years

- Black reiterated that if culinary water is used for irrigation, it would require Commissioners to reallocate funds from a different budget area to cover the cost to irrigate the golf course
- Black clarified that even if culinary water was used in high priority golf areas, such as tees, it would still result in going over budget
- Black reviewed solutions discussed by the golf course subcommittee
  - **Effluent** – This is a great idea to use this resource on an area such as a golf course. It would be possible to use effluent for irrigation purposes, but it would require securing permits and a significant amount of infrastructure would be needed to implement. Installing pipe from the treatment plant to a property for irrigation is a multi-million-dollar project that would take multiple years. Black has approached the Public Works Director to start the conversation about developing a long-term plan to better utilize effluent
  - **Wells** – It is questionable that the state would allow the use of groundwater to irrigate a golf course when other uses may be a higher priority (such as agriculture). This is not an immediate solution but could be considered for a long-term solution. Black clarified that APRC does not operate any wells for irrigation on park lands. The former YMCA park contains a well, but it was never owned by APRC. The YMCA allowed APRC to use the well when this park was owned by APRC
    - Eldridge stated that groundwater and surface water are hydrologically connected, and it is problematic to simply state that since surface water is not available, ground water should be used. Eldridge does not see this option as a viable solution
      - Eldridge posited if xeriscaping the golf course may be an alternative solution, but a transition of this may be too expensive
        - Black stated that there is no such thing as a xeriscape green and a golf course will always require irrigation. This could be looked at as a longer-term solution
          - Eldridge added the need to determine how important the golf course is to the community to better evaluate APRC priorities
  - **City Water** – This option is too expensive and is not in the budget
  - **TID** – There is still the possibility of TID water becoming available to get the course through the season or until direction from Commissioners says something different. Staff will know more once the Talent Irrigation District decides how much water will be available

Black summarized that the budget situation is not good. The water supply is low and not where it typically has been in the past. This item is intended to better inform the public and the Commissioners about the dire situation, rather than not talking about it and hoping for the best

#### Questions/Discussion

- Bell stated that there is only so much water in the valley available and the current drought situation is a result of climate change and that the amount of water available now is likely to continue into the future
- Eldridge stated that it is likely that a cost recovery analysis will show that the golf course benefits a small group of people and is highly subsidized by City funds
  - Lewis noted that many programs are subsidized, and each program needs to be evaluated based on the benefit to the community
- Black stated the future of the golf course will need to continue to be discussed in public meetings until a decision is made
  - Bell stated a desire to move quickly on the decision on what to do with the golf course
- Staff was directed to put this item on the agenda of the next business meeting so Commissioners can vote to cease using culinary water at the golf course for irrigation

#### Public Input

[Written comments](#) were received prior to the meeting

**Jim Hatton of Ashland** stated he has attended both subcommittee meetings and provided comments at both meetings. He stated concern about the management and maintenance of the golf course. All programs are subsidized, but golfers pay to play. The course could be closed temporarily and rehabilitated so golf can continue as a use.

#### IV. PARKS IRRIGATION PLAN

Black stated there needs to be an acceptance that brown is the new green. The reality is that we do not have enough water to water all park areas. Staff has evaluated water options and prioritized park areas as high, medium and low (as well as trees and shrubs) as described in the [staff report](#).

- Lithia and North Mountain Park are the highest priority because of the uses and their importance to the community. These parks will see little to no change in irrigation through the irrigation season. Some dry areas may be visible depending on weather conditions
- Medium parks, such as Garfield, Triangle and Hunter Park will see a reduction in irrigation; moderate visible impacts likely to be present. The splash pad at Garfield parks re-circulates the water and will be functional over the summer
- A majority of parks are listed as low priority. These areas will see significantly reduced irrigation and expect severe visible impacts with the potential for partial loss of lawns in some instances
- People will need to change expectations similar to how the expectations about weeds needed to change when APRC stopped using herbicides
- Lithia Park & North Mountain Park will be watered five (5) days a week as usual; Garfield formerly watered five (5) days a week and will now be watered four (4) days a week; run times will also be reduced in medium and low priority parks
- Actual expenses and projections have been included in the staff report. The reductions in irrigation will seek to reduce the projected \$89,424 overage for the current biennium as much as possible
- Miller stated that irrigation will be adjusted continually based on weather patterns, the condition of parks, and budgetary considerations
- Black stated that it is likely that curtailment will be necessary this summer
- Black asked Commissioners to communicate to staff if there are any issues with the categorization of specific parks as high, medium, or low
  - Bell stated the plan is appropriate under the circumstances and appreciates the work put into it. No other comments from Commissioners were provided

#### V. NUTLEY EASEMENT – EXPANDED USE

Black stated there is a request from a property owner at 108 Granite Street for an easement through APRC property. The property owner is adjacent to 114 Granite St on the corner of Nutley and Granite Streets, who already has an easement through APRC property. Back displayed a map of the easement (included in the [staff report](#)):

- The easement would provide vehicular access on through APRC property to reach 108 Granite St via a privately held easement on 114 Granite St
- Approving the easement request does not negatively impact APRC property and would provide equal access to both property owners
- Staff will determine the cost to secure the easement and is seeking direction from Commissioners on whether to continue pursuing the easement or not

Discussion

- Bell, Bachman and Lewis stated support for the easement
- Landt clarified that final approval will happen at a future meeting once an agreement has been drafted and that staff has received direction and should continue working on the easement request

#### VI. OPEN SPACE PLAN MAP REVISION DISCUSSION (*discussion lead by Commissioner Landt, no background materials provided*)

This item was removed from the agenda and will be on the March 11, 2022, agenda

#### VII. PROPOSAL FOR SECURITY CAMERA USE AT PERIMETER OF JAPANESE GARDEN

Black gave a presentation about the extent of vandalism, displaying images of vandalism/graffiti (the slideshow starts at [2:10:04 in the meeting video](#)) to justify the use of security cameras at the Japanese Garden. The presentation included the following points

- The level of vandalism and graffiti in parks, system wide, has greatly increased recently. Staff is continually in the process of cleaning up graffiti; doors and restroom fixtures are damaged or destroyed on a regular basis; The David Grubbs Memorial on the central bike path was recently destroyed (it has since been rebuilt)



- Miller stated he has been with parks for over 20 years, and this is the worst that it has been. Staff finds new graffiti on a weekly basis. The graffiti on the Perozzi Fountain was not able to be fully removed. Miller added that he recently testified in front of the grand jury regarding expenses incurred by APRC to mitigate vandalism
- Casale reiterated an uptick in vandalism including cutting locks and illegal dumping. This activity negatively impacts the experience park users
- Black stated that there is a camera at the Skate Park, which was approved by Commissioners. Ashland Police was recently monitoring the camera and was able to make an arrest through the use of the camera. Black is not proposing installing cameras everywhere, but there is justification for pinpointed use of cameras. Restrictions on when cameras are operable can be developed
- Black displayed the site plan identifying the placement of cameras at the four corners of the Japanese garden (as included in the [staff report](#))
- The poles and structure housing the cameras would be decorative and would fit the design of the garden
- The cameras would operate at night only
- The cost of the installation will be covered through private donations made to the Ashland Parks Foundation

Landt stated that this item will come back to Commissioners at the next meeting

#### **VIII. ITEMS FROM COMMISSIONERS/STAFF**

None

#### **IX. ADJOURNMENT**

The meeting adjourned at 8:29 p.m.

Respectfully Submitted

Sean Sullivan, Business Operations Manager



**MINUTES FOR REGULAR BUSINESS MEETING  
ASHLAND PARKS & RECREATION COMMISSION  
May 11, 2022  
Electronic Meeting – 6 p.m.**

Present: Commissioners Landt (Chair), Lewis (Vice-Chair), Bachman, Bell (joined at 6:03 p.m. during the Directors Report), Eldridge, 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**

Landt called the meeting to order at 6 p.m.

**II. APPROVAL OF MINUTES**

APRC Regular Business Meeting – April 13, 2022

**Motion:** Bachman moved to approve the Minutes from April 13, 2022, as submitted. Seconded by Lewis

**Vote:** The vote was all yes

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

None

**IV. CONSENT AGENDA**

a) Subcommittee Minutes Acknowledgment

- [Trails Master Plan Review Committee – November 29, 2021](#)
- [Trails Master Plan Review Committee – December 14, 2021](#)
- [Trails Master Plan Review Committee \(Wonder Trail Working Group\) – February 7, 2022](#)
- [Trails Master Plan Review Committee \(Alice in Wonderland Working Group\) – February 15, 2022](#)
- [Recreation Division Advisory Committee – February 17, 2022](#)
- [Golf Course Subcommittee – March 29, 2022](#)

**Motion:** Lewis moved to acknowledge the subcommittee minutes on the Consent Agenda. Seconded by Bachman

**Vote:** The vote was all yes

**V. DIRECTORS REPORT**

Black reported on the following items:

- Starting June 1, Ashland Senior Center and the Senior Services Office will be closed on Fridays due to loss of Office Assistant II, who will not be replaced due to hiring freeze and budget cuts. No senior activities will be canceled, but two activities are being moved to another day. Staff will still be working in the building on Fridays, but not answering the phone or door. Food & Friends will unlock the front door 11 a.m.-1 p.m. on Fridays to serve lunch. Division staff will secure the building after they leave
- Rogue Valley Bird Day on Sat, May 14, 8 a.m.-Noon at North Mountain Park. A local celebration of an international event called, "World Migratory Bird Day." The theme this year is, "Dim the Lights for Birds at Night"
- The 7<sup>th</sup> Annual Ashland World Music Festival will take place in person over Memorial Weekend. The festival features multiple events at various locations in Ashland
- Registration is open for the 46<sup>th</sup> Annual 4<sup>th</sup> of July Run. Two routes will be offered, a 10K and a 2-mile fun run. This event benefits in part the Ashland and Phoenix High School Cross Country Teams
- Registration for early sessions of Swim Lessons at the Daniel Meyer Memorial Pool will open on May 24
- APCR has an open application process for those interested in serving on the RDAC- Recreation Division Advisory Committee

## VI. PUBLIC FORUM (moved to after Directors Report to accommodate late arrival of speaker)

**Albert Pepe of Ashland** stated that E Main Park was discussed at the last meeting and spoke in favor of establishing a food share garden as large as 1-acre and added the following items: This use is Educational and is a more sustainable model. Rogue Valley Farm to School is interested in finding a location in Ashland to establish a food share garden. Pepe asked Commissioners to consider something more than a standard community garden and stated he would like to participate in the planning of E Main Park.

## VII. UNFINISHED BUSINESS

### a) Oak Knoll Irrigation – vote to not use of City of Ashland potable water for irrigation (Action)

Black referenced the [staff report included in the meeting packet](#) and stated the following:

- A presentation on the status of water availability at the golf course at the May 4, 2022, Study Session
- Available Talent Irrigation District (TID) is not going to be enough to meet the irrigation needs of the golf course. There are not enough funds available to use culinary water for irrigation purposes at the golf course
- Commissioners supported staff plan to not use culinary water at the golf course and directed staff to put this item on the business meeting agenda so a motion can be made to that effect

## PUBLIC INPUT

**Jim Hatton of Ashland** stated that no analysis has been completed and that an irrigation expert would be able to handle the situation better. Hatton provide the following comments: The greens are not being maintained properly and staff is looking for excuses rather than a solution. Staff seems to be incompetent and lazy and there is a hidden agenda. Rumors have started about the course being closed. More women and younger people are playing golf. It is possible to predict how much water is needed and will likely not be that much. Golfers pay to play, and the course should stay open and be managed properly.

## DISCUSSION

Black clarified that the item being considered is not about closing the golf course. The question before the Commissioners is whether culinary water should be used to irrigate the golf course.

- Bell stated a concern at the last meeting and wanted Commissioners to actively decide on irrigation. Bell added that this is not a complex decision. The simple equation is that there is not enough money to pay for culinary water and would not be a good use of natural resources and that it is likely that Ashland will call for water curtailment over the summer. Bell concluded that many people care about the golf course, and this is a decision that should be made by the Commissioners

**Motion:** Bachman move to suspend watering Oak Knoll golf Course with potable water whether from Ashland or TAP (Talent, Ashland, Phoenix) unless the policy is reversed. Bell Seconded

**Discussion:** Bachman stated that he included TAP in the motion because it would be best to not use any source of potable water because of the ongoing water crisis. Bachman added that when possible APRC should move away from using potable water and clarified that TAP water is delivered through Phoenix and Talent and supplied because of Lost Creek Lake water rights held by Ashland.

Lewis stated he is concerned that trees that were recently planted at an Arbor Day event still need to be irrigated or they could be lost and would like to know what the plan is for watering trees at the golf course.

Black stated that there is still water in the pond and there is an expectation of receiving some amount of TID water. Some trees may need to be hand watered using water tanks and that staff will come back to the Commissioners if there is a need to use culinary water at the golf course. Lewis added that young trees need water in August and September and there needs to be a plan to provide water to the trees on the golf course.

Bell stated support for saving trees but does not think there is a meaningful difference between the trees and grass. His personal priority is that money is not spent on potable water to irrigate the golf course. Eldridge stated that should the time come in August and September, it is worth coming to Commissioners again and would like receive information on the situation. Bachman clarified that a policy adopted by Commissioners can always be reversed should it be necessary to do so.

**Vote:** The vote was all yes

Eldridge reiterated a request made at the Study Session for staff to provide an economic analysis and usage report of the golf course.

#### **b) Parks, Trails, and Open Space Program Map Revision (Information)**

Landt summarized the [staff report included in the meeting packet](#). The [Parks & Open Space chapter of the City's Comprehensive Plan](#) and the accompanying [Map](#) was last reviewed, updated and approved by Ashland's City Council in 2002. Typically, the reviews occur every 10 years. The current park system is consistent with the goals of the Comprehensive Plan and all purchases of parks property were approved by City Council decisions. It is past time for the plan/map to be updated to reflect current needs and realities on the ground.

- Black displayed slides that included the proposed goals of the Process
  1. Determine if there are properties on the Plan Map that given today's realities could/should be removed from the Plan.
  2. Get the Plan Map to align with current and future acquisition realities.
  3. Provide a full opportunity for the public and stakeholders to provide input.
  4. Review current and past goals to determine if they are met and therefore can be celebrated.
  5. Review current and past goals to see if they need to be modified to meet current financial and system realities.
- Black displayed the Parks, Trails, and Open Space Program [Map](#)
  - Landt pointed out two properties on the map (#13 & #14) and that are no longer viable to acquire, but they are still listed on the map, which illustrates the need to update the map
- Landt stated additional goals could be added by Commissioners, staff, or stakeholders
- Black displayed a slide laying out proposed steps to accomplish the goals
  1. Notify stakeholders like Ashland Soccer Club, RVMBA (Rogue Valley Mountain Bike Association), Ashland Woodland Trails Association, and others of our intent and invite them to participate.
  2. Review input from stakeholders.
  3. Form a working group to consider input and write recommendations.
  4. Present the recommendations before at least two APRC public meetings.
  5. Commissioners to vote on finalized recommendations.
  6. Forward recommendations to the City of Ashland Community Development Department and City Council.
- Landt stated that some stakeholders have been contacted and asked for input. Black added that stakeholders can be involved in working groups when those are formed

Landt stated that at this point the plan is to continue with steps 1 and 2 to continue moving forward.

#### **c) Proposal for Security Camera Use at Perimeter of Japanese Garden (Action)**

Black reviewed the [staff report](#) and displayed [slides illustrating recent vandalism](#) occurring in Ashland Parks. The presentation included the following points:

- Staff and volunteers spend a significant amount of time dealing with vandalism, which has increased recently
- Black displayed a [site plan \(pg. 9\)](#) identifying the proposed location of the cameras at the four corners of the Japanese Garden. Black later clarified that the site plan is a generalization and final placement of the cameras will take coverage into consideration
- Black stated the cameras will help protect the Japanese Garden, which has significant value
- Toru Tanaka, the designer of the garden, has provided design specs for the housing of the cameras that would be consistent with the design of the garden
- The garden will be staffed by volunteers and paid staff, partially paid for through a grant that spans a 10-year period
- Staff is asking Commissioners to consider the use of cameras at the garden with the following conditions:
  1. The cameras will be located on poles that have been designed to align with the aesthetic and cultural design of the Japanese Garden, as shown in the exhibits.

2. The cameras will only record during hours that the Japanese Garden is not staffed.
  3. The cameras will only be used as a deterrent and to aid in identification and prosecution of individuals who commit crimes of vandalism, theft or other illegal activity associated with Lithia Park or the Japanese Garden.
  4. Installation, including materials, will be paid for by the Ashland Parks Foundation (APF)
- Installation will be covered through a grant from APF made possible through a donation made by Jeff Mangin
  - Black noted that cameras have been used recently to apprehend people who graffiti more than one park property
  - Black clarified that there will be signage stating the presence of cameras, but the signage will be modest and will fit the aesthetic of the garden
  - Black clarified that the location of the cameras will provide coverage of a majority of the perimeter and inside the garden. The final placement of the cameras will be done in consultation with security professionals

**Motion:** Eldridge moved to approve the recommended installation and practice if the limited use security cameras for the Japanese Garden as described in the staff report and including the following conditions:

1. Costs will be covered by a grant through the Ashland Parks Foundation
2. The cameras will be located on poles that have been designed to mesh with the aesthetic and cultural design of the Japanese Garden, as shown in the exhibits.
3. The cameras will only record during hours that the Japanese Garden is not staffed.
4. The cameras will only be used as a deterrent and to aid in identification and prosecution of individuals who commit crimes of vandalism, theft or other illegal activity associated with Lithia Park or the Japanese Garden.

Seconded by Bell

**Discussion:** None

**Vote:** The vote was all yes

#### d) Budget Adjustments per City of Ashland Manager, 5% - 10% reduction (Possible Action)

Black reviewed the [staff report](#). The presentation included the following points:

- The City Manager has informed all General Fund (GF) departments and APRC that there will be amendments to the next fiscal year, 22-23, GF (General Fund) revenue allocation. Staff is preparing for a 5%-10% cut in GF contributions next fiscal year, which begins on July 1, 2022
- Staff developed a conceptual plan for budget reductions and presented this to Commissioners at the April business meeting
- The City Manager recently informed staff that the reduction now includes Food & Beverage (F & B) funds, which was understood to be outside of the original budget reduction. The new calculations of a 5%-10% reduction for GFs and F & B Funds that APRC is required to present is as follows:
  - 5% = \$275,000; 10% = 550,000
- Black displayed a table that identifies APRC funding sources and how those funds are distributed

# Distributions of Funds

	Rec Revenue	Contracts	F&B	City	Grants	CIP	Other	Carry forward
Parks Admin	\$1,930,045.00		\$ 118,857.00	\$1,696,188.00	\$ 75,000.00		\$40,000.00	
Parks Ops	\$2,600,216.00	\$238,131.00	\$1,887,085.00		\$ 40,000.00	\$435,000.00		
Rec Admin	\$ 373,483.00	\$ 44,000.00		\$ 329,483.00				
Rec Programs	\$ 603,971.00	\$229,250.00		\$ 373,721.00	\$ 1,000.00			
Community Center	\$ 18,630.00	\$ -		\$ 18,630.00				
Nature Center	\$ 271,563.00	\$ 13,300.00		\$ 255,963.00	\$ 2,300.00			
Golf	\$ 620,618.00	\$408,300.00		\$ 212,318.00				
Senior Services	\$ 401,824.00	\$ 16,000.00		\$ 385,824.00				
Open Space/Trails	\$ 668,963.00			\$ 274,870.00				\$394,093.00
Contingency/Unappropriated	\$ 332,174.00							\$332,174.00
	<b>\$7,821,487.00</b>	<b>\$710,850.00</b>	<b>\$2,005,942.00</b>	<b>\$3,546,997.00</b>	<b>\$118,300.00</b>	<b>\$435,000.00</b>	<b>\$40,000.00</b>	<b>\$726,267.00</b>

- Black pointed out that the \$408,300 of the golf budget comes from revenue earned through the golf course. The remaining budget, \$212,318, come from the City of Ashland GF. The GF covered one maintenance employee and materials and supplies. If the golf course were to be closed there would still be expenses to provide basic maintenance for the property, resulting in a small amount of savings if the course were to be closed (Black illustrated this as marked up below).

\$ -	\$ 18,630.00	
\$ 13,300.00	\$ 255,963.00	\$ 2,300.00
<b>\$408,300.00</b>	<b>\$ 212,318.00</b>	
\$ 16,000.00	\$ 385,824.00	
	\$ 274,870.00	\$394,093.00
		\$332,174.00
<b>\$710,850.00</b>	<b>\$238,131.00</b>	<b>\$2,005,942.00</b>
	<b>\$3,546,997.00</b>	<b>\$118,300.00</b>
		<b>\$435,000.00</b>
		<b>\$40,000.00</b>
		<b>\$726,267.00</b>

- Golf Superintendent
  - Golf Business Manager
  - Temp/PT Employees
  - Materials and Services – Club House
- Park Tech 1
  - Materials and Services - Grounds

- The Parks Admin line includes almost \$1,000,000 that goes back to the City of Ashland to provide central services such as IT and payroll.
- Black displayed the [APRC org chart](#) and made the following points:
  - Per the City Charter, the Commissioners have the authority to determine how to make the cuts
  - APRC currently has 34.75 regular employees
  - APRC has eliminated seven (7) positions in recent years (displayed in red on the chart)
  - There are positions (displayed in blue on the chart) that are funded through recreation revenue and not through the GF tax dollars
- Black displayed the conceptual plan for the additional cuts of 5% = \$275,000 and 10% = 550,000. This is a staff recommendation. Commissioners will determine specific cuts once the dollar amount of cuts has been finalized by the City of Ashland.
  - 5% Budget Cuts – Including Food & Beverage = \$275,000
    - Consulting Fees – Legal: 53,500
    - Equipment Replacement: 25,000
    - Materials & Supplies: 25,000

- Personnel Reductions (1.25 FTE) 109,000
- Temp Employees: 50,000
- Management Furlough: 12,500
- 10% Budget Cuts – Including Food & Beverage = \$550,000
  - Same as above with the additional changes
    - Equipment Replacement goes from \$25,000 to \$50,000
    - Personnel Reductions goes from 1.25 FTE/\$109,000 to 4.0 FTE/\$359,000
      - Black noted that it is likely that programs will need to be cut to accomplish reducing the workforce by 4 FTE. Commissioners will need to determine these cuts and there is no way to make this many cuts without reducing services provided to the community
- Black noted that the City Council has the authority to allocate funds to APRC and the level of allocations is at the discretion of the City Council

#### QUESTIONS

- Bell stated that the Commissioners have had discussion in the past about outsourcing administrative services that the City of Ashland currently provides to APRC and asked if this is a viable option
  - Black stated that this issue has not been resolved and is ripe for discussion. It was presented to the City at the request of Commissioners and it was never addressed by the City of Ashland
- Black reiterated that it was previously understood that F & B funds were not going to be included in the amount that needed to be cut. That has now changed, per the City Manager, and that is why the amounts to be cut have increased
  - Bell stated he does not understand the benefit of taking away F & B funds from APRC because those funds cannot be used by departments that are funded from the GF
    - Black confirmed that, aside from APRC, F & B funds can only be used by the Streets Department, and they are already fully funded
- Black clarified that the \$50,000 for each fiscal year (\$100,000 total for the current biennium) has been budgeted and some of those funds will likely be expended. These fees are outside of central service fees
- Black clarified that the \$25,000 reduction in M & S (materials and supplies) will be spread-out through all APRC divisions

#### DISCUSSION

- Landt stated that it seems that it would be useful for the Commissioners to vote on the conceptual plan presented by staff
- Bell asked if it is possible to get more clarification on central services fees before consideration on cutting staff
  - Black stated that there are no actions that can be taken on central service fees in the short-term and added there are vacant staff positions that are generally funded through central service fees, but APRC is still paying the full central service fee
- Black stated that it is important that Commissioners vote on the conceptual plan and note that once the amount that needs to be cut is determined, Commissioners will be making detailed decisions on which services will be cut
  - Bachman stated he is okay with a motion if it is to authorize the Director to speak with the City Manager about potential cuts, but should not give the impression that this would be a final approval of this model
  - Black reiterated that the plan is conceptual in nature and Commissioners will be making specific decisions on what will be cut at a future meeting once the City of Ashland determines how much APRC will need to cut from the next fiscal year budget and that an acknowledgment by the Commissioners would be helpful
  - Black reiterated that the City Manager is looking to reduce budgets for all GF departments, but it is likely that APRC will get cut more than other areas that provide health, safety, and welfare services
- Landt read the following statement: "Commissioners are aware that significant cuts are necessary to meet the requested five and ten percent budget cuts. Director Black will be bringing his conceptual cuts to City Council"

**Motion:** Bachman moved to approve the statement just read by Commissioner Landt as acknowledging Director Black working with the City Manager. Seconded by Bell

**Discussion:** None

**Vote:** The vote was all yes

**VIII. NEW BUSINESS**

None

**IX. ITEMS FROM COMMISSIONERS/STAFF**

- Landt requested that the water priority list presented at the last meeting be uploaded to the website and Facebook page
- Lewis stated he attended the official opening of the Nature Play Area at North Mountain Park (postponed due to COVID) and said it was a great event
- Black stated that discussions on the Nutley Easement are continuing, and staff will report back at a future meeting

**X. UPCOMING MEETING DATES**

- a) APRC Study Session—June 1, 2022
  - Electronic Meeting—6 p.m.
- b) APRC Regular Business Meeting—June 8, 2022
  - TBD—6 p.m.
- c) Bee City USA Subcommittee—June 20, 2022
  - The Nature Center—3:00 p.m.

**XI. ADJOURNMENT**

The meeting adjourned at 7:59 p.m.

Respectfully Submitted  
Sean Sullivan, Business Operations Manager



# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt  
Jim Lewis  
Jim Bachman  
Julian Bell  
Leslie Eldridge



Michael A. Black, AICP  
Director

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## STAFF MEMORANDUM

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Sean Sullivan, Business Operations Manager  
**DATE:** June 3, 2022  
**SUBJECT:** Minutes for Acknowledgement

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

- [Current Parks, Conservation, and Maintenance Subcommittee – December 7, 2021](#)
- [Ashland Senior Advisory Committee – March 14, 2022](#)
- [Trails Master Plan Review Committee – April 14, 2022](#)
- [Trails Master Plan Review Committee – May 2, 2022](#)

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

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:** Isleen Glatt, Senior Services Superintendent

**DATE:** June 2, 2022

**SUBJECT:** Ashland Senior Advisory Committee (ASAC) Member Appointment (Action)

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There is currently a vacancy on the Ashland Senior Advisory Committee (ASAC) left by the unexpected death of one of the members. One of the duties of the APRC Chair is to appoint members to APRC established committees.

An ad hoc work group of ASAC members has recommended applicant Noriko Toyokawa, a gerontologist on the SOU faculty.

Dr. Toyokawa was hired to replace retired faculty Dr. Mary Russell-Miller (herself a founding member of ASAC) at the SOU Psychology Department. Dr. Toyokawa teaches psychology of aging and related classes. She is also involved in achieving age-friendly university status for SOU, and she is interested in collaborating with the Senior Services Division and OLLI on intergenerational programs.

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

*I move to acknowledge the appointment of Dr. Noriko Toyokawa by the Chair of APRC to the Ashland Senior Advisory Committee as of the next ASAC meeting on July 11, 2022.*

# ASHLAND PARKS & RECREATION COMMISSION

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COMMISSIONERS:

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Director

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## MEMORANDUM

**TO:** APRC Commissioners  
**FROM:** Rachel Dials  
**DATE:** June 2, 2022  
**SUBJECT:** Oak Knoll Golf Course - Use of Culinary Water (Possible Action)

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### Situation & Background

At the May 11<sup>th</sup>, 2022 Regular meeting, Commissioners unanimously voted in favor of suspending the watering of Oak Knoll golf Course with culinary water whether from Ashland or TAP. Southern Oregon is experiencing a severe drought and as a result, (TID) Talent Irrigation District water, used to irrigate the Oak Knoll Golf Course in the late spring and summer, likely will not be readily available. A board meeting of TID will be held on June 7<sup>th</sup> where a decision will likely be made how much water will be available from TID and when use can begin.

During the winter months with consultation from the Bee City Subcommittee, a small pollinator garden was established in front of the Oak Knoll Golf Course Clubhouse and adopted by long-time volunteers Mike and Mary Gardiner and Marge Bernard. Staff of the Golf Course as well as the volunteers have been hand-watering the garden that is on a separate meter from the irrigation system that waters the golf course.

The volunteers who have adopted that area have asked if a drip irrigation line can be installed. Since they have already been watering that area by hand, staff is revisiting this item for discussion and a decision by the Parks Commission.

### Assessment

Maintaining the current conditions around the clubhouse is one of those items. Since irrigation around the clubhouse is on a separate meter that includes the parking lot and around the clubhouse, staff believes maintaining current conditions around the clubhouse is appropriate. Installing the drip irrigation line in the pollinator garden would take approximately an hour of staff time and would use less water than continuing to hand-water that location. We are not currently irrigating anything around the clubhouse or parking lot except for hand-watering of trees. With fire-season approaching it is important to realize that during an extreme fire hazard the use of culinary water resources near the clubhouse and on the golf course itself may be required.

**Recommendation**

Staff is recommending approval of the continued use of culinary water to maintain current conditions around the clubhouse and in the event of an extreme fire hazard, as necessary on the golf course.

**Potential Motion:** move to approve the use of culinary water to maintain current conditions around the OKGC clubhouse and golf course in cases of extreme fire hazard and for weekly use of a drip irrigation line for the OKGC pollinator garden.

Picture of Pollinator Garden at OKGC-June 2, 2022



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## PARKS COMMISSIONER STAFF REPORT

**TO:** Parks Commissioners

**FROM:** Michael Black, Director

**DATE:** June 3, 2022

**SUBJECT:** Review of Committees and Subcommittees of APRC

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### SITUATION

The recent talk about budget cuts and the desire to perform as efficiently as possible with the remaining resources available to APRC have forced staff to consider recommendations that may affect the function of some of APRC's standing committees and subcommittees.

### BACKGROUND

APRC has six standing subcommittees, and our staff and Commissioners also provide liaison and staff support to three more committees that were not formed by APRC. These assignments require staff time and resources to planning and implementation, including ensuring all public meetings requirements are met. The time commitment for each meeting ranges, but in total the estimated staff expense for the various meetings held by committees and subcommittees (Committees) is \$34,000. The estimated cost is the minimum APRC spends on staff time only per year to conduct these meetings. The cost in a regular year is likely higher and does not include materials and operations costs like printing, mailing, travel and facilities costs.

Staff time dedicated to facilitating these meetings is estimated at the equivalent of one-quarter of a full-time employee. That's the floor for staff time, the ceiling would be much higher based on the frequency of meetings. At this point, each Committee decides on the frequency of their meetings.

All the Committees perform a function that has been deemed to be necessary by the board of Commissioners in the past, recently all of these groups and their functions were evaluated, and many Committees were combined to consolidate work and reduce of the total number of meetings. Most of the groups are only meeting as needed at this time, which is attributable to the pandemic. We have not completely rebounded from the effects of the pandemic and some Committees have not met in a long time.

The current list of Committees supported by APRC are:

1. Bee City USA Subcommittee – Created by resolution of the City Council, staffed by APRC and meets roughly five-times a year min.
2. Current Parks, Conservation and Maintenance Subcommittee – Created by APRC board of Commissioners, staffed by APRC and currently meets as needed.
3. Golf Course Subcommittee – Created by APRC board of Commissioners, staffed by APRC and currently meets as needed.
4. Long-range Park Planning Subcommittee – Created by APRC board of Commissioners, staffed by APRC and currently meets as needed.
5. Recreation Division Advisory Subcommittee – Created by APRC board of Commissioners, staffed by APRC and currently meets as needed.
6. Ashland Senior Advisory Subcommittee – Created by APRC board of Commissioners, staffed by APRC and currently meets bi-monthly.
7. Trails Master Plan Review Subcommittee – Created by APRC board of Commissioners, staffed by APRC and currently meets as needed.
8. Forest Lands Commission – Created by the City Council, APRC provides one Commissioner as a voting member and staff attends meetings, currently meets monthly.
9. Ashland Tree Subcommittee - Created by resolution of the City Council, APRC arborist attends meetings, currently meets monthly.

#### ASSESSMENT

Committees perform functions that range from desirable to necessary; due to the potential for budgetary reductions, APRC must evaluate these Committees to determine if the work that is performed is necessary for the function of APRC. Committees that do not meet the criteria of being necessary – ie: they perform a function that is required for the operations of APRC to continue – should be evaluated for dissolution, consolidation or modification of their meeting frequency.

#### RECOMMENDATION

I recommend that the board of Commissioners begin a review process of every Committee that is staffed by APRC and determine, on a case-by-case basis, the necessity of each Committee and their frequency of meetings.