



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

December 7, 2022

Council Chambers – 6 p.m.
1175 E Main St

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

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- a) APRC Regular Business Meeting – November 9, 2022

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. PUBLIC FORUM

V. CONSENT AGENDA

- a) Subcommittee Minutes Acknowledgment

- [Current Parks, Conservation, and Maintenance Subcommittee – May 31, 2022](#)
- [Ashland Senior Advisory Committee – September 12, 2022](#)

- b) Japanese Garden Subcommittee Appointments

VI. DIRECTORS REPORT

VII. BUSINESS

- a) Current Biennium Goal Review and Progress Report (Information)
b) Butler Perozzi Fountain Public Input Process Plan (Information)
c) 2023 Meeting Schedule (Action)

VIII. ITEMS FROM COMMISSIONERS/STAFF

IX. UPCOMING MEETING DATES

- a) APRC Study Session—January 4, 2023
- Location TBD—6 p.m.
- b) Ashland Senior Advisory Committee—January 9, 2023
- Electronic Meeting—3:30 p.m.
- c) Bee City USA—January 10, 2023
- Electronic Meeting—3:00 p.m.
- d) APRC Regular Business Meeting—January 11, 2023
- Council Chambers—6 p.m.

X. ADJOURNMENT

EXECUTIVE SESSION: The Ashland Parks and Recreation Commission will hold an **Executive Session** immediately following the Business Meeting to review and evaluate the performance of an officer, pursuant to ORS 192.660(1)(a).

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 in-person in Council Chambers 1195 E. Main St. Those who wish to provide oral testimony must attend the meeting and fill out a speaker request card. 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**" 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.

MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
November 9, 2022
Electronic Meeting – 6 p.m.

Present: Commissioners Landt (Chair), Lewis (Vice Chair), Bachman, Eldridge; Director Black; Senior Services Superintendent Glatt; Analyst Kiewel; Manager Flora, Business Manager Sullivan

Absent: Commissioner Bell; Deputy Director Dials

I. CALL TO ORDER

II. APPROVAL OF MINUTES

APRC Special Business Meeting – October 5, 2022

Motion: Bachman moved to accept the minutes as presented. Seconded by Lewis

Vote: The vote was all yes

APRC Regular Business Meeting – October 12, 2022

Motion: Eldridge moved to approve the meeting minutes from October 12. Seconded by Lewis

Vote: The vote was all yes

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

Cat Gould of Ashland displayed images of birds found in the Ashland Pond area and spoke in favor of enhancing habitat there. Gould stated that there are Eagle Scouts who are willing to volunteer to create nesting boxes and other enhancements. Gould asked if the pond will be deepened and if so, this would be a good opportunity to potentially create an island in the pond to serve as a refuge for birds.

Black stated that staff will investigate this to determine if and when the pond will be drained and if there are plans to deepen the pond and/or construct an island

Alex Krause of Ashland stated he is working on his community service project to attain the level of Eagle Scout and is willing to work in improving the bird habitat at Ashland Ponds

V. DIRECTORS REPORT

Black provided the following updates.

- Business Meetings will be held in Council Chambers starting December 7, 2022. It has yet to be determined if Study Sessions will be held in-person or via Zoom.
- Over two thousand people toured the Japanese Garden on October 22 at the grand opening event. This was a great event for the community and for everyone who worked on the Japanese Garden.

VI. BUSINESS

a) Major Maintenance / Rehabilitation of the Pool for Current Operational Needs (Action)

Black stated that Daniel Meyer Pool is reaching the end of its functional life. Repairs are ongoing to keep the pool operational. Black introduced Manager Flora reviewed the [information included in the staff report](#), including the following points:

- The issue being brought to Commissioners is to address the critical rehabilitation of the pool for day-to-day operations
 - The proposed rehabilitation is not a long-term solution and is not a substitute for a full replacement of the pool, which is still moving forward
- Photos of existing damage to pool liner and tiles were displayed which are a safety concern to users
- A stock photo of a cross section of a pool was displayed to help illustrate the issue, which is water leaking between the liner and the concrete form. Left unchecked, the liner will continue to fail and will eventually leak through the concrete form
- Photos of insulating blanket or pool cover were displayed showing the deteriorated state it is in. The blanket has reached end of life and no longer meets safety standards

- The estimated cost to replace the blanket and pool liner is \$100,000. Replacement reduces the risk of critical failure which could result in closure and will allow the pool to remain operational while funding for the long-term replacement or rehabilitation is secured

Black provided following additional information:

- The pool liner replacement would be \$61,000 - \$62,000 based on the latest quote received with the rest of the \$110,000 spent on replacing the insulating blanket
- These two items are necessary to continue operating the pool. If these replacements are not made additional repairs will need to be made and it becomes more and more likely that the pool will become non-operational
- The warranty of the liner is 10 years
- Staff is expecting that full pool replacement is at least 2-5 years away from now
- Replacing the blanket will reduce energy costs to heat the pool
- The money for a project like this can come out of the Capital Improvement Plan (CIP). There is a line item in the CIP for Daniel Myer Pool with money set aside that is currently available

Discussion

- Eldridge inquired what other potential maintenance needs are foreseen over the next 5 years
 - Flora stated a consultant recently inspected the facilities and reported that it would be possible to slightly revamp the circulation system, otherwise there is nothing else that is expected to fail. The boiler requires ongoing maintenance, but nothing that will need a full replacement and is still functional at this time
- Black clarified that the cost of the liner includes installation of the liner by an outside contractor
- Flora clarified that the lifespan of the insulation blankets is approximately 7 – 8 years. The current blanket is well beyond that lifespan
- Bachman stated that if \$100,000 can get us through the planning process and installation of the new pool, this seems like a reasonable expense
- Flora clarified that it is likely installation will occur in the fall of 2023 (based on the availability of the company that provide the quote). It is possible that another contractor replies to the Request for Proposal with the ability to do it quicker
- Black stated it is difficult to determine if the pool can be opened over the summer. It is wholly dependent on how much the liner deteriorates over the winter (it is used over the winter)

Motion: Bachman moved to approve an expenditure up to 100,000 to replace the liner and the cover, contractor, and final details to be determined. Seconded by Lewis

Discussion: Bachman stated that it seems that the pool is rapidly deteriorating and will become less and less available for use and that these replacements will bridge the time between now and a full replacement/remodel. Bachman hopes that it can be completed prior to Fall 2023. Lewis stated municipal pools are extremely important to communities and this will limp the pool along until a full replacement can be realized. Eldridge stated if we can find a vendor that can do it earlier, that would be desirable and suggested that staff look into the possibility of partnering with the YMCA to allow the general public to use their pool if the Daniel Meyer Pool closed for an extended time prior to the replacement of the liner and blanket. Black responded that this has been attempted in the past and was not successful but does not mean that it cannot be tried again if the need arises.

Vote: The vote was all yes

b) Parks and Open Space Map Subcommittee Update (Information)

Black [displayed a draft map](#) that has been developed by the subcommittee. Landt outlined the work of the subcommittee by reading the following statement.

The Parks & Open Space Comprehensive Plan Map is before this body again to give the process a wider audience.

The existing Map is the product of a past effort of APRC and City Council who approved the existing Map and ultimately approves any changes to the Comp Plan.

In an effort to match the Map to existing financial realities and the Comprehensive Plan goals, and to honor the goal of 10-year review, APRC has undertaken the Comp Plan Map review.

The Parks & Open Space Sub-Committee, made up of members of the community Eric Hansen, Katie Larsen, Torsten Heycke and Joanne Eggers, along with Commissioner Eldridge and myself, have determined that a significant number of acres, approximately 261, can be removed from the Map without compromising Comprehensive Plan goals, most of which have been met or practically speaking met, including the goal of a park within a quarter mile of all residents. The Map before you reflects that sentiment of being able to decrease the acreage.

The Sub-Committee will meet again, and next year a public open house will be organized to give the public a more hands on view of the proposed Map changes.

After the Sub-Committee reviews the input from the public open house and makes appropriate modifications, the Map changes and narrative will go to APRC Commissioners for review and approval. After approval the Map changes will be forwarded to the Planning Department for the beginning of the City process that hopefully will end with City Council approval.

I look forward to this process and completing a successful, fiscally responsible review of the Comprehensive Plan Map.

Discussion

- Black clarified that the purple properties were on the previous plan and are currently identified for a possible recommendation to remove them from the map. Landt clarified that the property identified as G on the map, has been developed
- Landt clarified there are a few properties identified for possible recommendation for addition, identified with hatch marks
 - Landt stated that not very many properties are identified as additions because enough of the properties that were identified in the 1980's have been acquired to bring the Ashland parks system to where it is now, with little need for expansion
 - In the 1980's, Ashland had less parks per capita than Medford, Roseburg, and Klamath Falls. Ashland now has acreage per capita than those towns and the parks have been spread throughout Ashland in an equitable way
 - Other additions could include easements for trail connectivity/expansion
 - Landt clarified that the public meetings will be planned after the next meeting of the subcommittee
- Eldridge stated that the large white space to the right of the map is intended to house more text about specific properties

VII. ITEMS FROM COMMISSIONERS/STAFF

Eldridge asked about the process for onboarding the new Commissioner filling seat #4 in January and what the goal setting process will be

- Landt clarified that the new Commissioner will join the Commission in January and the goal setting process will begin in 2023
- Landt suggested being laser focused on goals because there are things that really need to be accomplished, which may mean having a smaller list than in the past. Landt added that any items left off the next goals list can be picked up again in the future. Landt called out the Lithia Park Master Plan as something that needs to be accomplished
- Eldridge inquired if is there a regular biennium review of accomplishments
 - Black stated there has not been a regular review of the goals for some time and staff will get back on a schedule to report progress on goals
 - Landt directed staff to report on this in December

Landt made the following statement and was subsequently supported by Commissioners to proceed with the path outlined in the statement.

As you are aware from today's email from Mayor Akins, she has reached out to me to discuss "next steps," since the results of the election will maintain the historic and somewhat unique relationship between APRC and the rest of the City. I welcome her outreach.

I envision a discussion that includes consideration of options for addressing the insurance and human resources issues that have been raised but that voters did not want to see managed via the radical

approach of changing the City Charter and that I see best resolved by agreements, resolutions, and memorandum of understanding between APRC and the City.

Although no binding agreements or policy changes can occur between the two elected bodies without a vote of the five Commissioners and the City Council, I believe first exploring possibilities between the mayor and myself is a productive approach.

I am asking for your support in this exploratory effort that will hopefully lead back to the full Commission with strong options that will be a springboard for positive action.

VIII. UPCOMING MEETING DATES

- a) APRC Regular Business Meeting—December 7, 2022
 - Council Chambers—6 p.m.

IX. ADJOURNMENT

The meeting adjourned at 6:46pm

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

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parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners
FROM: Sean Sullivan, Business Operations Manager
DATE: December 1, 2022
SUBJECT: CONSENT: Minutes for Acknowledgement

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

- [Current Parks, Conservation, and Maintenance Subcommittee – May 31, 2022](#)
- [Ashland Senior Advisory Committee –September 12, 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

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PARKS COMMISSIONER STAFF REPORT

TO: Parks Commissioners

FROM: Michael Black, Director

DATE: December 1, 2022

SUBJECT: CONSENT: Formation of the Ashland Japanese Garden Advisory Committee

SITUATION

Since the Ashland Japanese Garden (The “*Garden*”) has opened, it has been a very popular destination and most days will see several hundred visitors. Managing the Japanese Garden to ensure that it maintains a very high level of maintenance and programming is paramount to ensuring it continues to be a popular destination. To assist with the advisory aspects of the Garden, and as a connection to the Ashland Parks Foundation which funds part of the Garden, staff is recommending that the Ashland Parks and Recreation Commission (“*APRC*”) Board of Commissioners (the “*Commissioners*”) create a standing advisory committee for the Garden.

BACKGROUND

The Garden is a very specific type of landscape that requires very specific maintenance and care for the landscape and cultural aspects of the space. Because of the desirability of the Garden there are already many requests for private use and special events within the space. Additionally, the Garden represents a partnership between the Ashland Parks Foundation (the “*Foundation*”) and the *APRC*. The Foundation funded the construction the Garden and will manage donations to the Garden as we go forward.

ASSESSMENT

With the added attention required for the Garden, staff believes that it would be appropriate to create a standing advisory committee to advise on all aspects of the function of the Garden. Members of the advisory committee should complement the major goals of the Garden and provide expertise in areas such as:

1. Culture
2. Landscape Maintenance and Construction
3. Community Relations
4. Volunteer Relations
5. Garden Promotions
6. Donor Relations
7. Ashland Parks Foundation Liaison
8. Ashland Parks Commission Liaison

RECOMMENDATION

Staff recommends that the Commissioners approve a standing Advisory Committee for the Ashland Japanese Garden to advise staff and APRC Board of Commissioners on all matters associated with the Garden. The membership of the Ashland Japanese Garden Advisory Committee should be made up of aforementioned criteria and members would be appointed by the Chair of the APRC Board of Commissioners.

Staff recommends the following positions be filled first, with the proposed candidates.

- | | | |
|---|----------------|---|
| 1 | Jeff Mangin | Donor Relations |
| 2 | Rick Landt | APRC Liaison |
| 3 | Noriko Hansen | Cultural Advisor |
| 4 | Kerry KenCairn | Landscape Maintenance and Construction Advisor |
| 5 | Donna Rhee | Volunteer Relations Advisor/ APF Liaison |
| 6 | Nan Kane | Garden Promotions Advisor/APF Liaison |
| 7 | Mark DiRienzo | Community Relations Advisor |
| 8 | Toru Tanaka | Cultural Advisor/Landscape Maintenance and Construction Advisor |

A motion to approve the consent agenda would adopt the following motions for this item.

I move to approve the creation of a standing Advisory Committee for the Ashland Japanese Garden to advise staff and APRC Board of Commissioners on all matters associated with the Garden.

I move to appoint the following people to the Ashland Japanese Garden Advisory Committee

- | | | |
|---|----------------|---|
| 1 | Jeff Mangin | Donor Relations |
| 2 | Rick Landt | APRC Liaison |
| 3 | Noriko Hansen | Cultural Advisor |
| 4 | Kerry KenCairn | Landscape Maintenance and Construction Advisor |
| 5 | Donna Rhee | Volunteer Relations Advisor/ APF Liaison |
| 6 | Nan Kane | Garden Promotions Advisor/APF Liaison |
| 7 | Mark DiRienzo | Community Relations Advisor |
| 8 | Toru Tanaka | Cultural Advisor/Landscape Maintenance and Construction Advisor |

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PARKS COMMISSIONER STAFF REPORT

TO: Parks Commissioners

FROM: Michael Black, Director

DATE: December 1, 2022

SUBJECT: 2021-23 Biennium Goals Update

SITUATION

The Ashland Parks and Recreation Commission (“APRC”) Board of Commissioners (the “Commissioners”) adopted 13 goals for the 2021-23 Biennium. As we approach the next biennium budget planning process, it is time to review the current goals and begin planning for a new goal setting process.

BACKGROUND

The following are the goals that were adopted and prioritized by the Commissioners in 2021. The list is in order of final prioritization.

1. Investigate, develop and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission.
2. Develop an environmental sustainability and implementation plan.
3. 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 begins on a new pool.
4. Build east main street neighborhood park including the dog park, bike-skills park and pump track.
5. Explore the feasibility of and make a decision on all trails and proposals by the Rogue Valley Mountain Bike Association.

6. Update the Ashland Open Space Comprehensive Plan.
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.
8. Complete the phased master plan for Ashland Creek Park, including the installation of a basketball court with striping for multiple uses, including pickleball.
9. Mitigate fire vulnerability on all APRC lands and explore funding to support fire suppression and best management practices.
10. Perform a system-wide master plan for Ashland Parks and Recreation Commission to include the following sections, at least (sections may be completed together or independently):
 1. Vision and goals
 2. Bicycle and pedestrian circulation and access to park properties
 3. Park system maintenance and improvements
 4. Fleet evaluation recommendations
 5. Design and maintenance guidelines
 6. Review and update of all APRC policies
11. Work with local partners, including the 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.
12. Complete the work on the Lithia Park Master plan and present the completed plan to the commissioners for adoption.
13. Create a small pocket-neighborhood playground/park in the vicinity of oak knoll clubhouse.
14. Investigate ways to improve diversity, equity and inclusion (DEI) for both internal workforce and public access and services.
15. Continue to work with the City of Ashland, the Chamber of Commerce and other organizations to promote and support tourism in outdoor recreation.

ASSESSMENT

Significant efforts have been made on most of the goals above. I plan to give an in-depth review of all the goals in the upcoming meeting. The following is a summary of the advancements over the past year with the top five goals.

Goal One – Dedicated Funding Source

As goal number one for the Commissioners, this endeavor has been a very high priority for Commissioners and Staff. Staff and Commissioners have worked on several fronts to accomplish this goal. We have moved forward and back on this goal and currently we are in a neutral position, having not accomplished the goal yet. Nonetheless, the matter is still in the forefront for both Commissioners and City Councilors and that is a result of the tireless efforts of many people to keep this goal alive.

Goal Two – Environmental Sustainability Plan

Several individual objectives have been accomplished toward this end. Parks has increased their zero-emission fleet with new electric mowers and hand tools. Some efforts have also been made to decrease water usage and increase sustainability of landscaping. An environmental sustainability plan has not been accomplished in total, however.

Goal Three – Improve Public Aquatic Options in Ashland

The planning for the pool has been ongoing and a final design has been submitted to APRC and is pending approval by the board of commissioners. Additionally, Commissioners have recently approved the purchase and installation of a new pool liner that will ensure the pool will not close for structural issues while we are awaiting funding for replacement.

Goal Four – Build East Main Park

Design of the park has been ongoing, and the final design is scheduled to be reviewed by the Commissioners in January.

Goal Five – Explore Feasibility of RVMBA Plan

Much work has taken place on this item and a robust committee has been reviewing the RVMBA Plan and is at the point of making recommendations on the Plan. The committee has formed a consensus on several proposals and one of those proposals is currently working its way through the approval process.

RECOMMENDATION

The information being provided here is a review of the 2021-23 Biennium Goals. I will provide further analysis in the upcoming APRC Board of Commissioners meeting on December 7, 2022.

The process for forming new goals is scheduled to begin in early January. A proposed date of January 18, 2023 has been proposed as a starting point. More discussion on the process will take place at the December 7 meeting.

ASHLAND PARKS & RECREATION COMMISSION

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PARKS COMMISSIONER STAFF REPORT

TO: Parks Commissioners

FROM: Michael Black, Director

DATE: December 1, 2022

SUBJECT: Butler-Perozzi Fountain Outreach Plan

SITUATION

The Ashland Parks and Recreation Commission (“APRC”) Board of Commissioners (the “Commissioners”) recently received a presentation from the Ashland Parks Foundation (the “Foundation”) on the status of fundraising and project evaluation for the restoration or replacement of the Butler-Perozzi Fountain (the “Fountain”) in Lithia Park. The Commissioners asked staff to present a plan for public involvement on the process to aid in the Commissioner’s decision on whether replacement of the fountain is preferred over restoration.

BACKGROUND

A qualified architectural firm has provided a thorough review of the status of the Fountain and a recommendation for next steps for preservation. The firm – Architectural Resource Group (ARG) – recommended that the Commissioners consider restoration over replacement. Since this recommendation has not been vetted with the public, Commissioners have requested a public process for public involvement.

ASSESSMENT

The Fountain is a significant contributor to the experience of Lithia Park and many people have expressed their concerns for its dilapidated condition. The Fountain is in dire need of restoration or replacement, and the Ashland Parks Foundation has taken on the project with a desire to raise the funds needed for the project. The project scope needs to be clear, however, for the Foundation to continue to raise funds. For that reason, the Commissioners need to decide whether to replace or restore the structure and want to be informed by the public on their preference on the project.

Staff believes that a single public input session with the APRC Board of Commissioners would suffice, considering this is a single issue and can be summed up with the following question:

Should the APRC Board of Commissioners take efforts to restore the historic Butler-Perozzi Fountain by following the recommendations of the recent evaluation completed by ARG, or should the Commissioners consider replacing the structure with another fountain that will be new, but with a longer anticipated lifespan?

Of course, there are many factors to consider and there will be different points of view on the matter from the public that need to be taken into consideration prior to deciding. In order to get all of the factors forming the full picture of this situation in the public eye, I am proposing the following process:

1. Advertise a public meeting with the Commissioners for the purpose of determining the disposition of the Butler-Perozzi Fountain to take place at the regularly scheduled January meeting of the APRC Board of Commissioners.
 - a. Publish the report from ARG giving the status of the structure and their recommendation for restoration (attached electronically).
2. Hold the public input meeting as part of the January 11, 2023 Commissioner's meeting.
 - a. Present the ARG report and give background on the project and status of the Fountain.
 - b. Take public input directly at the meeting.
3. Consider the disposition of the Fountain at the January 11 meeting or continue the matter to the February meeting for decision.

RECOMMENDATION

I believe that the process outlined above will be sufficient to solicit feedback from the public on this matter. It also uses the currently organized meeting structure to accomplish this without having to schedule a special meeting. I hope the Commissioners agree with the process and we can move forward as proposed.

Electronic Attachment

[Butler Perozzi Fountain Assessment and Recommendations](#)

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Michael Black, APRC Director
DATE: December 1, 2022
SUBJECT: 2023 Business/Study Session Meeting Dates

SITUATION

The dates for the Ashland Parks and Recreation Commission public meetings to be held in 2023 need to be finalized and approved at the Regular Business Meeting on December 7, 2022.

BACKGROUND

The Commission currently holds Study Sessions on the first Wednesday of the month and Regular Business Meetings on the second Wednesday of the month (adjusted for holidays when applicable). These meetings have been held electronically since March 2020 due to Covid Restrictions. It is now possible to hold in-person meetings at the discretion of the Commissioners.

ASSESSMENT

Regular Business Meetings are live streamed and broadcast on cable television by RVTV (Rogue Valley Television) for both in-person and electronic meetings. A video archive of these meetings is maintained on the City of Ashland website. The biennial cost for this service is approximately \$5,000. Study Sessions are not included in the contract.

When Study Sessions are held electronically the Webinar feature in Zoom is utilized so the public can watch/participate in real-time. The recordings of these meetings are also posted online. Holding Study Sessions electronically has improved public access to these meetings. Staff believes that retaining an element of Zoom capability will be beneficial to the public. If Study Sessions are held in-person, it is necessary for the public to physically attend the meeting to watch in real time.

RECOMMENDATION

Staff recommends maintaining the schedule of holding meetings on the first and second Wednesday of the month with a start time of 6:00pm. Additionally, staff recommends holding Study Sessions electronically indefinitely while resuming in-person meetings for Regular Business Meetings. Staff also recommends that Special Business Meetings be held electronically, unless RVTV broadcasts the meeting. Additional broadcasts would either be no charge because of possible meeting cancellations or would cost roughly \$450 per meeting.

Possible Motion: *I move to approve the 2022 meeting schedule as presented by staff with direction given on Special Meetings as the need to convene them arises.*

Attachment: Draft 2022 APRC Meeting Schedule

Proposed 2023 APRC Meeting Schedule

January 4	6:00 p.m. Study Session	Electronic Meeting
January 11	6:00 p.m. Regular Business Meeting	Council Chambers
February 1	6:00 p.m. Study Session	Electronic Meeting
February 8	6:00p.m. Regular Business Meeting	Council Chambers
March 1	6:00 p.m. Study Session	Electronic Meeting
March 8	6:00 p.m. Regular Business Meeting	Council Chambers
April 5	6:00 p.m. Study Session	Electronic Meeting
April 12	6:00 p.m. Regular Business Meeting	Council Chambers
May 3	6:00 p.m. Study Session	Electronic Meeting
May 10	6:00 p.m. Regular Business Meeting	Council Chambers
June 1	6:00 p.m. Study Session	Electronic Meeting
June 8	6:00 p.m. Regular Business Meeting	Council Chambers
July 5	6:00 p.m. Study Session	Electronic Meeting
July 12	6:00 p.m. Regular Business Meeting	Council Chambers
August 2	6:00 p.m. Study Session	Electronic Meeting
August 9	6:00 p.m. Regular Business Meeting	Council Chambers
September 6	6:00 p.m. Study Session	Electronic Meeting
September 13	6:00 p.m. Regular Business Meeting	Council Chambers
October 4	6:00 p.m. Study Session	Electronic Meeting
October 11	6:00 p.m. Regular Business Meeting	Council Chambers
November 1	6:00 p.m. Study Session	Electronic Meeting
November 8	6:000 p.m. Regular Business Meeting	Council Chambers
December 6	6:00 p.m. Regular Business Meeting	Council Chambers

All meetings are held on the 1st and 2nd Wednesday each month, with the exception of December. There is one meeting scheduled in December on the 1st Wednesday