



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

January 11, 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. CHAIR/VICE CHAIR ELECTION
- III. APPROVAL OF MINUTES
 - a) APRC Regular Business Meeting – December 7, 2022
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. PUBLIC FORUM
- VI. DIRECTORS REPORT
- VII. BUSINESS
 - a) Non- Standard Memorial Request - Taliesin Myrddin Namkai-Meche - Redwood Bench Dedication in Lithia Park (Action)
 - b) Presentation from Friends of Ashland Parks and Open Space regarding PET-01, a Citizen's Initiative to dedicate Food and Beverage Revenue to Ashland Parks and Recreation (Action)
 - c) Ashland Fire and Rescue Prescribed Burning on Park Lands (Action)
 - d) E Main Park Design Plan Presentation (Action)
 - e) FY23 Budget Report (Information)
- VIII. ITEMS FROM COMMISSIONERS/STAFF
- IX. UPCOMING MEETING DATES
 - a) APRC Goals Setting Meeting—January 24, 2023
 - Lithia Park Cabin—11:30 a.m. – 4:30 p.m.
 - b) APRC Study Session—February 1, 2023
 - Electronic Meeting—6 p.m.
 - c) APRC Regular Business Meeting—February 8, 2023
 - Council Chambers—6 p.m.
- X. ADJOURNMENT

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

Public Participation Instructions

This meeting will be held 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.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt
Leslie Eldridge
Justin Adams
Jim Bachman
Jim Lewis



Michael A. Black, AICP
Director
541.488.5340
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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Michael Black, Director

DATE: January 5, 2023

SUBJECT: 2023 Chair and Vice Chair Election

Commissioners elect the Chair and Vice Chair on an annual basis at the beginning of the calendar year. The roles and duties associated with each position are as follows:

Roles and Duties of the Commission Chair

- Conducts and facilitates Commission meetings
- Works with the APCR Director to set meeting agendas
- Acts as spokesperson for the Commissioners on matters that have been approved or adopted by the Commissioners (represents the Commissioners at City Budget Committee meetings and groundbreaking or dedication ceremonies; speaks to the media about Commissioner decisions)
- Appoints Commission committees as needed

Roles and Duties of the Commission Vice Chair

- All duties of the Commission Chair in the absence of the Commission Chair

Current positions are filled by:

Chair: Rick Landt

Vice Chair: Jim Lewis

Staff recommends that the Commissioners elect a Chair and Vice Chair for the 2023 calendar year.

Suggested Motions:

- *I move to approve ____ as 2023 Chair of the Ashland Parks and Recreation Board of Commissioners*
- *I move to approve ____ as 2023 Vice Chair of the Ashland Parks and Recreation Board of Commissioners*

MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION

December 7, 2022

Council Chambers – 6 p.m.

1175 E Main St

Present: Commissioners Landt (Chair), Lewis (Vice Chair), Bachman, Bell, Eldridge; Director Black; Deputy Director Dials; Senior Services Superintendent Glatt; 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 – November 9, 2022

Motion: Bachman moved to approve the November 9, 2022, Regular Business Meeting as presented. Seconded by Lewis

Vote: The vote was all yes

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

Mike Gardiner of Ashland made the following statements regarding the Oak Knoll Golf Course. Since 1928 there have been many changes at the golf course, with good, bad, and terrible years (like this last year). The course also serves as a neighborhood park. Only a few short years ago Commissioners were discussing constructing pickleball courts and neighborhood park improvements planned to revitalize. Rock the Knoll concerts were well attended, and weddings have been held at the course. The vision of the golf course should be remembered and hopes that Oak Knoll can be revitalized and continue to provide golf to the Ashland Community.

Alan DeBoer of Ashland read the following statement, "As a citizen of Ashland, I am embarrassed to see the condition of our Historic Golf Course. I am here tonight to suggest how to restore, improve, and reduce the financial impact on your budget. First, I would give an example of how the Airport Commission did this over 30 years ago-suffering from the same budget problems you now face with Oak Knoll. We developed a program that allowed airplane owners to build their hangars at a reduced ground lease, and then in 25 years, they revert to the City. With the income increase from the rent, it would be self-sufficient. Combine this with finding Bob Skinner to take over management; it has become a model for the nation. I would propose an RFP to have a private operator take over the course, make improvements and manage it at their expense. Chardonnay Golf Club and Vineyard in Napa Valley is an example of environmentally mixing grapes, wine, and golf. A proposed 35-year lease with seven five-year options, which the City could buy the developer out at each opportunity. It could be Hit and Sip at the Knoll."

V. CONSENT AGENDA

Item b was pulled for discussion.

a) Subcommittee Minutes Acknowledgement

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

Motion: Eldridge moved to acknowledge the subcommittee minutes as provided. Seconded by Bell

Vote: The vote was all yes

b) Japanese Garden Subcommittee Appointments

The item was pulled because the name referenced in the [staff report](#) does not match what was published on the [agenda](#). The name of the body being formed is Ashland Japanese Garden Advisory Committee. This body will make recommendations to both the Commissioners and the Ashland Parks Foundation. Landt stated that historically, the Chair would simply make the appointments but would like to seek input from Commissioners because of the importance of the committee.

Motion: Lewis moved to approve the list as supplied. Seconded by Bell.

Discussion: Lewis stated that the committee is made up of good people and this committee will have important work over the years. Bell asked if there is a similar amount of interest in the Japanese Garden as there is to the rest of Lithia Park generally. Black stated that currently there is heightened interest in the Japanese Garden because of the recent re-opening. Landt stated the committee will be meeting on an ad-hoc basis. Bachman read the names and positions of the individuals who will be appointed as follows:

| Name | Expertise |
|----------------|-----------------------------------------------------------------|
| Jeff Mangin | Donor Relations |
| Rick Landt | APRC Liaison |
| Noriko Hansen | Cultural Advisor |
| Kerry KenCairn | Landscape Maintenance and Construction Advisor |
| Donna Rhee | Volunteer Relations Advisor/ APF Liaison |
| Nan Kane | Garden Promotions Advisor/APF Liaison |
| Mark DiRienzo | Community Relations Advisor |
| Toru Tanaka | Cultural Advisor/Landscape Maintenance and Construction Advisor |

Vote: The vote was all yes

VI. DIRECTORS REPORT

Black reported in the following items

- The lights at the Lithia Park Pickleball Courts have been adjusted and dimmed to comply with APRC lighting policy. They are now available for nightly use from 4:30 – 8 p.m.
- The Senior Services Division will offer their annual Holiday Party at Ashland Senior Center on Wednesday, December 21, 2:00-3:30pm. Sponsor Village at Valley View will be providing refreshments, students from the OLLI French Caroling class will perform, and Rotary Club of Ashland will be passing out gifts. Interested seniors should RSVP to 541-488-5342, and commissioners are invited to attend.
- The Recreation Division will offer the First Frost Community Skating event on December 17th from 4-9pm at the Ice Rink. There will be figure skating demonstrations, live music, and fun for the whole family.
- Benches have been temporarily placed in the Ashland Japanese Garden, the benches will eventually be permanently installed in the garden

VII. BUSINESS

a) Current Biennium Goal Review and Progress Report (Information)

Black displayed each of the 15 goals on screen and provided an update on each goal. Black added that the new biennium starts on July 1, 2023, and goals for the upcoming biennium will need to be determined through a goal setting process.

1. Investigate, develop, and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission.
 - a. Commissioners were chiefly responsible for the work to accomplish this goal. The goal is not completed, but the situation is better than what it was when these goals were last adopted almost two years ago
2. Develop an environmental sustainability and implementation plan.
 - a. Accomplishments on this goal include completing objectives such as the purchase of electrical mowers and hand tools. The main purpose of this goal is to create a plan, which has not been done
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.

- a. A few years back a revenue bond was approved that would have paid for a good portion the project, but this bond was not issued due to financial impacts from COVID. The focus over last few years has been on the planning and design for the pool, which including reviewing efficient options and a potential covering for pool. Staff will be ready to present on the final proposed design for the pool. Once Commissioners approve a design staff can then move onto the funding portion of the project. This goal also calls for the current pool to remain operational. Commissioners recently approved a new liner and blanket cover for the pool. An RFP has been posted and will close on 12/12/2022.
4. Build east main street neighborhood park including the dog park, bike-skills park, and pump track.
 - a. Planning is underway by the firm that was awarded the design contract through the RFP process. Community meetings have been held. Staff is close to presenting the final design to Commissioners for approval.
5. Explore the feasibility of and make a decision on all trails and proposals by the Rogue Valley Mountain Bike Association.
 - a. This is ongoing but has been moving slower than what may have been anticipated. A subcommittee was created and has been meeting to review the proposals and will make recommendations on individual proposals to Commissioners.

DISCUSSION

Discussion on the presentation included the following items

- The following statements were made regarding goal #2, Develop an environmental and implementation plan
 - Bell stated this goal should mainly focus on greenhouse gas (GHG) emissions and rather than spending time creating a complicated plan, all gas-powered equipment should be identified and replaced with electric equipment at the end of life
 - Bells suggested a simple inventory could be created with a commitment and timeline established for replacement with electric equipment
 - Eldridge suggested developing a set of guiding principles when reviewing plans/projects to ensure sustainability values are being met
 - Bell added that any capital investment projects should have an accounting of GHG emissions when being proposed or developed, which includes GHG released through construction equipment, to increase awareness on GHG emissions created through projects.
 - Landt stated that Commissioners have already ratified the Valdez Principles as guiding principles and asked that staff send the principles out to Commissioners to re-integrate them into the decision-making process
 - Lewis added that City Council has also adopted these principles

Black reviewed goals 6-15

6. Update the Ashland Open Space Comprehensive Plan.
 - a. Work is well underway on this goal and a final recommendation to the Commissioners will be presented in the near future. The recommendations will include the removal of a significant number of areas from the 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.
 - a. This is something that staff tries to do with all capital improvement projects such as using as much TID water as possible and improvements to the irrigation system that over time could pay for itself through better leak detection and a reduction in irrigation water
8. Complete the phased master plan for Ashland Creek Park, including the installation of a basketball court with striping for multiple uses, including pickleball.
 - a. This goal has not moved forward at all because the former Finance Director double counted over \$500,000 in Food and Beverage (F&B) funds twice in the last budget (F&B funds were included in CIP and Operations budgets), which resulted in a reduction in capital projects that could be completed. Money should be going back into the APRC CIP Budget, and these projects could move forward
9. Mitigate fire vulnerability on all APRC lands and explore funding to support fire suppression and best management practices.
 - a. Staff is consistently working on the first part of this goal. There are more mitigation steps that will continue to be taken on an annual basis. The funding portion has not been accomplished. Staff has recently begun working with City of Ashland on a larger scale program to list all APRC lands and identify their fire vulnerability and develop specific mitigation plans

10. Develop System Wide Master Plan for Ashland Parks and Recreation.
 - a. A system wide master plan is needed to increase the SDC fees (System Development Charges), which have not been increased for parks in a long time. Public Works increases these fees on a more regular basis. The City of Ashland parks SDC fee is one of the lowest in the state. This is another item that was set aside due to double counting F&B funds
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.
 - a. Staff is continually working on this item, but there is nothing to report on increasing agreements other than partnering on recent emergency responses. Recreation programs are still less than what was offered before COVID
12. Complete the work on the Lithia Park Paster plan and present the completed plan to the commissioners for adoption.
 - a. Work has not been done on this item, but there have been discussions on finishing this in the coming year
13. Create a small pocket-neighborhood playground/park in the vicinity of oak knoll clubhouse.
 - a. Work on this item was not done due to the reduction in F&B funds
14. Investigate ways to improve diversity, equity, and inclusion (DEI) for both internal workforce and public access and services.
 - a. The City of Ashland has formed a DEI committee (SERJ Committee), but APRC does not have seat at table at this time, but APRC will utilize the work done by that committee. The City has an RFP out right now for consultation services for DEI. Superintendent Glatt has done some work on this item including holding a few trainings with entire staff and some with smaller groups. Some APRC staff have participated in giving trainings at the state level through ORPA (Oregon Recreation and Parks Association). Staff will continue working on this goal and will move towards solid plans the creation of objectives
15. Continue to work with the City of Ashland, the Chamber of Commerce and other organizations to promote and support tourism in outdoor recreation.
 - a. Dials constantly works with the Ashland Chamber of Commerce on promoting outdoor recreation in Ashland

Black concluded that this has been an interesting biennium that has included budget reductions and layoffs while also seeing an uptick in outdoor recreation. Less work has been done this biennium, compared to previous biennium, primarily due to a reduction in funds and staff.

The next step on goal creation for the next biennium is to set a date for a goals retreat. Staff will work on getting this meeting scheduled.

b) Butler Perozzi Fountain Public Input Process Plan (Information)

Black made a presentation that included the following points:

- The question before Commissioners is whether to restore or replace the Butler Perozzi Fountain which is in a state of deterioration
 - Later in the meeting it was clarified that in this instance, "replace" means replace the marble that is failing with another material that would be a carbon copy of the existing fountain.
- [A report from Architectural Resource Group](#) has been presented to Commissioners and recommends restoration of the fountain
- The Ashland Parks Foundation (APF) has some funds set aside for the project, but needs clarity on a final plan before it can begin raising more money to complete the project
- Staff is recommending that public meetings be held to gather input from the public on whether to restore or replace the fountain
 - Staff would publicize the meeting (on 1/11 or another day if necessary) and get the report out to the public. The meeting would include a public input session where time will be dedicated for public comments to provide feedback
- The goal is to give direction on how the project will proceed so APF can develop and implement a capital campaign to raise the needed funds.

Landt's stated a decision will not be made tonight, but staff will be provided with direction. Landt added he does not think one meeting will be sufficient and suggested determining the number of meetings needed after the first meeting is held

Public Comment

Mike Gardiner speaking on behalf of the Ashland Parks Foundation stated the APF Board is ready and eager to move forward with fundraising, but the capital campaign is contingent upon how the project moves forward. A subcommittee has been formed to develop the plan once the decision on restoration or replacement is made.

DISCUSSION

Discussion included the following items:

- Black clarified that APF is planning on raising funds for the entire project. Some funds have already been raised but more funds are needed.
- Black clarified that the report states that the cost estimates between rehabilitation and replace are about the same
- Black clarified that management of the repairs would be overseen by APRC with a contractor carrying out the work and noted that APF would provide the funds to APRC
- Eldridge noted that although the costs of the restoration vs. replacement may be similar, one of the options may be more durable and/or take less ongoing maintenance than that other. Eldridge suggested creating a webpage to accept public input over a 30-day period prior to holding the meeting

Landt stated staff will move forward on organizing a meeting where public input will be gathered and he and the vice chair will provide additional input on the process

c) 2023 Meeting Schedule (Action)

Black provided the following information on this item

- Meetings will be held the first Wednesday (Study Session) and second Wednesday (Regular Business Meeting)
 - Only one meeting is held in December
- [The staff report](#) included proposed dates to meetings. The meeting date in June was corrected to state the Study Session is on June 7 and the Regular Meeting is on June 14

Landt noted that the proposal is for Study Sessions to be held via Zoom and Business Meetings to be held in-person in Council Chambers

- Landt noted that holding Study Sessions via Zoom is more cost effective and allows greater access for the public since APRC Study Sessions are not typically broadcast via RVTV
 - Landt stated that it may be necessary to hold some meetings in-person depending on agenda topics
- Bachman stated holding meetings electronically also improves the ability for Commissioners to attend
- Eldridge stated support for holding Business Meetings in-person and would like to consider allowing hybrid attendance for in-person meetings (both in-person and electronically)
 - Black stated staff can look into this and report back to Commissioners

Motion: Bachman moved to approve the proposed APRC meeting schedule as corrected. Seconded by Lewis.

Vote: The vote was all yes.

VIII. ITEMS FROM COMMISSIONERS/STAFF

Landt made a statement of thanks to Commissioner Bell whose term ends at the end of 2022

Eldridge stated that the election results were certified, and Justin Adams was elected to the Parks Commission and will be taking the seat in January

IX. UPCOMING MEETING DATES

- a) APRC Study Session—January 4, 2023

- Electronic Meeting—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**

The meeting adjourned at 7:11 p.m.

Landt called for a short break before calling the Executive Session to order.

Respectfully submitted
Sean Sullivan, Business Operations Manager

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Michael Black, APRC Director

DATE: January 5, 2023

SUBJECT: Non-standard Memorial Request for a dedication of a redwood bench in Lithia Park for Taliesin Myrddin Namkai-Meche

Situation:

Tom Marks-Ladd and Alex Landt have requested a non-standard memorial of a custom-built redwood slab bench that would be placed between two redwood trees just south of the Ashland Japanese Garden in Lithia Park dedicated in the memory of Taliesin Myrddin Namkai-Meche. The proposal and general location aerial photo have been attached for reference.

Background:

The Parks Memorial Policy allows for the placement of non-standard memorials on park amenities and authorizes the Current Parks, Conservation, and Maintenance Subcommittee to provide a recommendation to the full Parks Commission for final approval. All non-standard memorial requests are handled on a case by case basis, per the [Parks Memorial Policy](#).

This proposal was presented to the [Current Parks, Conservation and Maintenance Subcommittee on November 29, 2022](#). A recommendation of approval was made at the subcommittee meeting.

Analysis

Potential Impacts: Staff has determined that potential negative impacts from the installation of a bench between the two redwood trees would be negligible at the most and potentially non-existent.

Lifespan of Memorial: The bench would remain in place and would be maintained by APRC for 75 years or as long as the bench is safe to use.

Financial Contribution: The proposal asks for "...this to be a cooperative no cost project. Taliesin Myrddin Namkai-Meche is a local Hero and represents the spirit of true kindness. Working together to honor his legacy without an exchange of funds feels fitting."

In-kind Contribution: Labor and material costs will be provided

Inscription: No metal Plaque required. Engraved into the redwood bench would be the words “Tell everyone on this train, I love them!!” along with his name and date.

Memorial Policy Criteria for Consideration: staff believes this proposal meets the following sections of the Parks Memorial Policy making it eligible for consideration:

Parks Memorial Policy

Section II Policy

Consideration will be given to proposals to install memorials on APRC managed lands under one or more of the following circumstances:

II.B. When the feature will enhance the park and be in character with the purpose for which the park was created.

II.D. When the memorial has a sense of timelessness; that is, it will be meaningful to both current and future generations of parks patrons.

Section IV. Memorials that may be considered:

B. Persons, Groups or Organizations Community members, groups or organizations that were influential in promoting, developing or preserving parks and recreation locally or regionally, as well as those who have contributed in other ways to the Community of Ashland.

Recommendation

Staff recommends Commissioners deliberate and make a decision on the proposal.

Attachments

General Location Aerial Photo

Lithia Park Memorial Project, *We Choose Love - Taliesin Myrddin Namkai-Meche*

[Parks Memorial Policy](#) (Electronic Attachment)

General Location of the redwood trees between Winburn Way and Granite Street, in Lithia Park across the street from the pickleball courts



Lithia Park Memorial Project

WE CHOOSE LOVE

Taliesin Myrddin Namkai-Meche



Proposal: To establish a memorial bench to Ashland born and raised Hero and Warrior of Light Taliesin Namkai-Meche in the redwoods (photos below) of Lithia Park. Taliesin was raised in an old Victorian house across from Lithia park and spent many a day tromping, swimming, and climbing in its glory before his tragic death on a Max Train in Portland, Oregon protecting two women from a lunatic. The following is an excerpt from an article in the Reed College magazine where Taliesin was a student at the time of his death.

It was Friday, May 26, the first day of Ramadan, the holiest time of the year for Muslims. **Taliesin Myrddin Namkai-Meche '16** was riding in a Portland MAX train when a man got on board and began harassing two teenage girls, one of whom was black and the other

who wore a traditional Muslim hijab. As the man escalated his rant about how Muslims should die, Taliesin cut short his phone conversation with his aunt. He had to help the girls; the man was out of control. He and two other passengers stepped forward to intervene when the man, Jeremy Christian, pulled a knife from his pocket, and repeatedly slashed them before fleeing the train at the next station. He was later apprehended and charged with murder.

[Full Reed College Article 2016](#)

Location: Redwood trees up the path from the Japanese garden (see photos)



Bench: Will be a redwood slab approx 10 ft long by 4 ft wide and 3 in thick provided and handcrafted by Taliesin's best friend Alex Landt and Co. The slab would be custom cut to fit into the contours of the existing trees as much as possible and would be supported by temporary posts provided by the Parks Dept. The temporary posts would be removed once the installation is embraced by the trees it is placed between. The bench would eventually become a natural bridge between the two trees.

Estimated Value: \$1,100

Estimated Value of Installation provided by our team: 10 labor hours=\$500

Wording on Plaque: No metal Plaque required. Engraved into the redwood bench would be the words "Tell everyone on this train, I love them!!" along with his name and date.

Plaque Size: None

Time length of Memorial: 75 years, or as long as the bench remains integral and safe

Donation Amount: We request that this be a cooperative no cost project. Taliesin Myrddin Namkai-Meche is a local Hero and represents the spirit of true kindness. Working together to honor his legacy without an exchange of funds feels fitting. We will raise the funds

to furnish almost all the materials and furnish the bulk of the labor. Ashland Parks would help set the bench and oversee the project.

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Rick Landt, APRC Chair

DATE: January 6, 2023

SUBJECT: Presentation from Friends of Ashland Parks and Open Space regarding PET-01, a Citizen's Initiative to dedicate Food and Beverage Revenue to APRC (Action)

At the APRC special meeting, June 23rd, 2022, APRC Commissioners publicly supported the Friends of Ashland Parks & Open Space (FAPOS) initiative, officially known as PET-01. Commissioner Landt has invited a representative from FAPOS, Mike Gardiner, to present the group's current position.

TEXT OF PET-01

CAPTION: Proposed Amendment to Ashland's Food and Beverage Tax Ordinance

QUESTION: Shall the ordinance be amended to dedicate most revenues received for parks and open space and extend the sunset date?

SUMMARY: The City of Ashland's current food and beverage tax ordinance requires that not less than twenty-five percent (25%) of the tax collected be appropriated for the acquisition, planning, development, repair, and rehabilitation of City of Ashland parks. Up to two percent (2%) may be appropriated for the collection and administration of the tax. The remaining amount may be appropriated for street repair and rehabilitation and for parks.

This measure would require that not less than ninety-eight percent (98%) of the tax be appropriated for City parks. This measure would allow the tax to be used for parks operations and maintenance in addition to acquisition, planning, development, repair, and rehabilitation. It would extend the expiration date of the tax from December 31, 2030, to December 31, 2040. It would become effective upon approval of Ashland voters.

This measure would not change the current tax rate of five percent (5%) and provides that the tax rate and use of tax could not change without voter approval.

Result of a "no" vote: Ashland's current ordinance language would remain in effect.

Possible motion suggested by Commissioner Landt:

APRC respectfully asks the City Council to place PET-01 on the ballot for the May 17th, 2023 election.

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Michael Black, Director

DATE: January 6, 2023

SUBJECT: Ashland Fire and Rescue Prescribed Burning on Park Lands (Action)

Ashland Fire and Rescue (AFR) has been successfully overseeing and participating in prescribed burns in Ashland's urban forest interface. Understory clearing with subsequent burning of brush piles has been ongoing on APRC managed park lands for a number of years. Prescribed burns have been considered, but out of respect for adjacent neighbors due to the local smoke created and the additional resources required to safely caring out the burning, prescribed burning has not occurred in park lands. With the recent Almeda Fire and multiple Lithia Park fires last summer, citizens and staff have noted the need to increase measures to mitigate fire risk in and around urban areas.

Commissioners approved prescribed burning in park lands at the [October 12, 2022 Regular Business Meeting](#).

Commissioner Landt has requested that APRC Board of Commissioners go on record as supporting AFR in their fire mitigation efforts by publicly signally their support for planning and carefully carrying out prescribed burns on park land, including Lithia Park as soon as is feasible, ideally this Spring, conditions permitting.

Possible Motion

APRC Board of Commissioners support Ashland Fire & Rescue commencing with prescribed burn on park land including Lithia Park at the earliest possible date.

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Michael Black, APRC Director

DATE: January 5, 2023

SUBJECT: East Main Park Final Design Presentation

Situation:

APRC is in the design phase for a new regional/neighborhood park at 2228 East Main Street. This 6.52-acre open space parcel will provide a park on the southeast end of town. Terrain Landscape Architects will be presenting the design for East Main Park to Commissioners at the upcoming meeting. The preliminary design was presented to the Commission last April. Consideration has been given to the comments that were received from the community and user groups and modifications were made to the plan as a result. The plan you are reviewing has also been reviewed by the subcommittee assigned to oversee this project.

Background:

In early 2019, APRC adopted a high priority goal to “design and build a new East Main neighborhood park, including the top priority of the second Ashland dog park.” and to “work with volunteers to explore costs and locations for a pump track and mountain bike skills park.”

This 5.52-acre open space was purchased in 2018 from the Shaffer family, a long-time Ashland family who acquired the property in the 1960s. In 2021 an additional 1.0-acre contiguous to the 5.52 parcel at 2290 E Main St was purchased, bringing the total acreage of the park to 6.52. This project will offer the citizens of Ashland a park on the south end of town. This is a replacement for the YMCA Park that was sold in 2017.



On October 30, 2020 APRC published a Request for Proposals- Qualification Based Selection (RFP) for the design of this new park. An evaluation team of six members completed a comprehensive review of the proposals. On March 4, 2021 APRC awarded the contract to Terrain Landscape Architects.

Public Involvement and Outreach

Working Group - A six-person work group comprised of Commissioners Landt and Bell, staff, and community stakeholders was created to evaluate the RFP for design and give input about project design.

[October 24, 2019](#)- A public input session was held on, where design elements and neighbor concerns were gathered. Approximately 60 citizens took part in this charette style meeting and created site plans. The neighbors and stakeholders are generally in favor of a new park with several key elements.

[August 18, 2021](#) An electronic public listening session was held. A conceptual design was presented, and the attendees gave feedback about desired usage and concerns. Approximately 80 citizens took part in this webinar.

Public Survey - September 2021 Terrain Landscape Architects conducted an online survey to gather more information about the communities desired Park Elements. The survey yielded about 1000 responses.

[March 3, 2022](#) A electronic public listening session was held. The public survey results were reviewed and the preliminary draft design for the park was presented. Approximately 100 citizens took part in this webinar.

[May 4, 2022](#) Preliminary design presented to APRC.

Stakeholder meetings – This fall staff and Terrain Landscape met with Rogue Valley Mountain Bike Association, Bee City USA, and Community Gardiners to review the preliminary design and receive input and comments regarding the design.

Next Steps

- Permitting and annexation with the county

Recommendation:

Staff is requesting approval of the East Main Park Design so this project can move forward for permitting and annexation. The design has been reviewed several time by the public and the sub-committee for the East Main Park design process. In order to proceed to the next step of seeking site plan approval, permitting and annexation, we need the APRC Board of Commissioners to approve the design plans.

Possible motion:

I move to approve the East Main Park design plans as they have been presented (or amended).

Electronic Attachments

[East Main Park Design SD Design](#)

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: Tara Kiewel, Admin Analyst
DATE: January 5, 2023
SUBJECT: FY23 Budget Update (Information)

Situation:

APRC staff prepares a budget summary report for the Commission to review. The report being presented at this time is the monthly budget report for November 2022. The City financial report for FY23 October 2022 can be reviewed here <https://www.ashland.or.us/Page.asp?NavID=8316>

This report is preliminary and may be updated once the City publishes the November 2022 FY23 Financial Report.

Background:

APRC has three funds that are reviewed monthly.

- **General Fund** which includes the operational budget of all Divisions. Parks, Recreation and Senior Services. Revenues come from property taxes, grants, and charges for services for recreation.
- **Capital Improvement Fund (CIP)** used for all approved Capital Projects. Revenues come from Food and Beverage Taxes, grants, and bonds.
- **Equipment Fund** Money budgeted for fleet replacement.

FY23 November 2022

Attached to this memo you will find the current budget summary as of 11/30/22. This financial summary is broken down by Division and includes the fiscal year adopted budget, expenses occurred year- to- date (YTD) and month-to-date (MTD). Encumbrances include the total of current purchase orders outstanding, for example the service contracts with Pathways for Janitorial Services. The Balance is the remaining budget after deducting YTD Expenses and Encumbrances. Revenue is broken down by each of the three APRC funds.

Assessment:

**General Fund
Expenses**

The target percent of general fund expenses for November is 41.67%. We are trending under budget at 31.75% year to date.

Revenues

Revenues for general fund which includes property taxes and charges for services are currently 29% of budget at \$1,674,492. Included in the general fund revenue is recreation revenue which is budgeted at \$609,926 for the year and is currently 20.3% of budget.

| Recreation Program | Budgeted Revenue | Actual Revenue | November 2022 Revenue | Remaining Revenue | Percent Collected |
|---------------------------|------------------|----------------|-----------------------|-------------------|-------------------|
| Calle Revenue | -25,871 | -2,755 | 0 | -23,116 | 10.6% |
| Facility Rentals | 5,915 | 4,987 | 289 | 928 | 84.3% |
| Golf Course | 387,305 | 61,033 | 3,357 | 362,272 | 15.8% |
| General Recreation | 74,219 | -1,135 | -1,488 | 75,354 | -1.5% |
| Daniel Meyer Pool | 25,657 | 33,144 | 0 | -7,457 | 0.0% |
| Ice Rick | 71,116 | 10,773 | 10,771 | 60,343 | 15.0% |
| Recreation Event | 14,727 | 4,786 | 0 | 9,941 | 32.5% |
| Nature Center | 13,130 | 406 | -199 | 12,724 | 3.1% |
| Community Garden | 4,257 | 19 | -10 | 4,238 | 0.4% |
| Senior Programs | 15,608 | 8,344 | 885 | 7,264 | 53.5% |
| Miscellaneous Revenues | 23,863 | 4,221 | -250 | 19,643 | 17.7% |
| Rec Revenue Totals | 609,926 | 123,794 | 13,355 | 486,132 | 20.3% |

| APRC General Fund Balance | |
|---------------------------|---------------------|
| Revenue | \$ 2,142,793 |
| Total Expenses - | \$ 2,381,373 |
| Beginning Fund Balance | \$ 1,793,398 |
| GF Balance | \$ 1,554,817 |

CIP Fund

Food and Beverage Tax (F&B) is \$789,450 year to date for FY23.

Equipment Fund

\$8,333 a month is paid into the equipment fund for a total of \$100,000 for FY23. The current Equipment Fund Balance is \$457,070. This fund is restricted to the purchases of replacement vehicles.

FY23 Budget Reductions

On June 14, 2022, City Council passed Resolution 2022-17. This Amendment reduced expenditures for Parks for the 2021-2023 Biennium.

| | |
|-------------------------|-------------------|
| APRC Departmental Cut | \$ 350,000 |
| APRC Payroll Cut | \$ 140,000 |
| Ending Fund Balance Cut | \$ 300,000 |
| Total APRC Cut | \$ 790,000 |

In addition to these cuts the approved FY23 Food and Beverage Funding for APRC Operations was removed.

| | |
|---------------------------------------------------------|--------------|
| Removed from Parks General Fund (Food and Beverage Tax) | \$ 2,390,000 |
|---------------------------------------------------------|--------------|

Parks General Fund received the funding below

| | |
|------------------------------------------------|---------------------|
| General Fund Transfer (Property Taxes) | \$ 1,900,000 |
| From CIP | \$ 385,000 |
| Transferred to Parks General Fund Total | \$ 2,285,000 |

Outstanding Budget issues

- In FY22 Parks operations received a budgeted transfer of \$385,000 from CIP Funding to Parks General Fund. The approved FY23 budget included a transfer of \$435,000 from CIP Funding to the Parks General Fund. The transfer for FY23 has not occurred.
- Reimbursement for half of the salary of the shared Communication Position for \$70,000. This transfer has not occurred.
- Food and Beverage Tax \$2,390,000 that was originally approved for FY23 Parks General Fund has not been allocated to CIP.

Recommendation

This report is for informational purposes only

Attachments:

- FY23 November 2022 Budget Summary

**APRC Budget Status Report
As of 11/30/22**

| General Fund | | Revised Budget | YTD Expended | MTD Expended | ENCUMBRANCES | Balance | Percent Used |
|---------------------------------------|-----------|----------------------|---------------------|----------------------|-------------------|---------------------|----------------|
| Administration | Personnel | \$ 295,042 | \$ 141,871 | \$ 30,768 | \$ - | \$ 153,171 | 48.09% |
| | M&S | \$ 1,643,623 | \$ 594,753 | \$ 115,883 | \$ 4,608 | \$ 1,044,262 | 36.47% |
| Administration Totals | | \$ 1,938,665 | \$ 736,624 | \$ 146,651 | \$ 4,608 | \$ 1,197,432 | 38.20% |
| Open Space/Forestry | Personnel | \$ 659,081 | \$ 195,420 | \$ 45,884 | \$ - | \$ 463,661 | 29.65% |
| | M&S | \$ 105,034 | \$ 6,751 | \$ 207 | \$ - | \$ 98,282 | 6.43% |
| Open Space/Forestry Totals | | \$ 764,114 | \$ 202,171 | \$ 46,092 | \$ - | \$ 561,944 | 26.50% |
| Operations | Personnel | \$ 1,687,509 | \$ 717,803 | \$ 155,604 | \$ - | \$ 969,706 | 42.54% |
| | M&S | \$ 815,198 | \$ 449,445 | \$ 50,481 | \$ 153,123 | \$ 212,630 | 73.92% |
| Capital (Park Improvements) | | \$ 65,996 | \$ 20,190 | \$ - | \$ - | \$ 45,806 | 30.59% |
| Operations Totals | | \$ 2,568,703 | \$ 1,187,437 | \$ 206,085 | \$ 153,123 | \$ 1,228,143 | 52.20% |
| TOTAL PARKS DIVISION | | \$ 5,271,483 | \$ 2,126,233 | \$ 398,828 | \$ 157,731 | \$ 2,987,519 | 43.33% |
| Rec Admin | Personnel | \$ 291,284 | \$ 99,983 | \$ 23,077 | \$ - | \$ 191,301 | 34.32% |
| | M&S | \$ 98,626 | \$ 27,554 | \$ 5,706 | \$ 14,378 | \$ 56,694 | 42.52% |
| Recreation Admin Totals | | \$ 389,910 | \$ 127,537 | \$ 28,783 | \$ 14,378 | \$ 247,995 | 36.40% |
| Rec Programs | Personnel | \$ 507,314 | \$ 153,422 | \$ 27,666 | \$ - | \$ 353,893 | 30.24% |
| | M&S | \$ 203,252 | \$ 63,976 | \$ 13,804 | \$ 19,095 | \$ 120,181 | 40.87% |
| Recreation Programs Totals | | \$ 710,567 | \$ 217,398 | \$ 41,470 | \$ 19,095 | \$ 474,074 | 33.30% |
| Community Center Totals | | \$ 5,927 | \$ 3,500 | \$ - | \$ 18,960 | \$ (16,534) | 379.00% |
| Nature Ctr | Personnel | \$ 228,414 | \$ 103,606 | \$ 23,435 | \$ - | \$ 124,809 | 45.36% |
| | M&S | \$ 65,668 | \$ 19,589 | \$ 427 | \$ 5,318 | \$ 40,781 | 37.93% |
| Nature Center Totals | | \$ 294,082 | \$ 123,194 | \$ 23,862 | \$ 5,318 | \$ 165,590 | 43.70% |
| TOTAL RECREATION DIVISION | | \$ 1,400,486 | \$ 471,630 | \$ 94,115 | \$ 57,752 | \$ 871,125 | 43.70% |
| Senior Services | Personnel | \$ 321,098 | \$ 118,334 | \$ 22,843 | \$ - | \$ 202,765 | 36.85% |
| | M&S | \$ 78,499 | \$ 20,435 | \$ 6,334 | \$ 11,693 | \$ 46,372 | 40.93% |
| TOTAL SENIOR SERVICES DIVISION | | \$ 399,597 | \$ 138,768 | \$ 29,177 | \$ 11,693 | \$ 249,136 | 37.70% |
| Golf Course | Personnel | \$ 451,893 | \$ 96,160 | \$ 19,626 | \$ - | \$ 355,733 | 21.28% |
| | M&S | \$ 89,245 | \$ 44,683 | \$ 6,717 | \$ (67) | \$ 44,629 | 49.99% |
| TOTAL GOLF | | \$ 541,138 | \$ 140,844 | \$ 26,343 | \$ (67) | \$ 400,362 | 26.00% |
| GRAND TOTAL | | \$ 7,612,705 | \$ 2,877,474 | \$ 548,462 | \$ 227,108 | \$ 4,508,142 | 31.75% |
| Period # | 5 | Target Percent | 41.67% | | | | |
| Revenue | | *Estimated Rev | YTD Earned | Remaining | | | |
| General | | \$ 5,776,649 | \$ 1,674,492 | \$ 4,102,157 | | | |
| CIP | | \$ 9,358,593 | \$ 912,144 | \$ 8,446,449 | | | |
| Equipment | | \$ 589,328 | \$ 44,633 | \$ 544,695 | | | |
| Grand Total Revenue | | \$ 15,724,570 | \$ 2,631,269 | \$ 13,093,301 | | | |