

ASHLAND PARKS & RECREATION COMMISSION ACTION MINUTES

January 24, 2023

Lithia Park Cabin – 11:30 a.m.

340 S. Pioneer St

Present: Commissioners Landt (Chair), Eldridge (Vice Chair), Lewis (joined electronically), Bachman, Adams: Director Black; Deputy Director Dials; Senior Services Superintendent Glatt; Analyst Kiewel; Manager Sullivan

Absent: Note: Lewis was not present the entire meeting

The audio recording of this meeting and can be downloaded from the [APRC website](#).

Call to Order

Landt called the meeting to order at 11:42 a.m.

2021 -23 Goal Review – [A handout was provided to Commissioners](#) with recommendations from staff and the Commissioners top five goals.

- Black [displayed slides](#) and reviewed the goals from the [current biennium \(2021-2023\)](#). Black recommended that the bolded goals move forward to the next biennium as goals (#1, 2, 3, 4, 6, 10, 12, and 14)

2021/23 APRC Goals & Recommendations to Move Forward

- **Investigate, develop and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission.**
- **Develop an environmental sustainability and implementation plan.**
- **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.**
- **Build east main street neighborhood park including the dog park, bike-skills park and pump track.**
- Explore the feasibility of and make a decision on all trails and proposals by the Rogue Valley Mountain Bike Association.
- **Update the Ashland Open Space Comprehensive Plan.**
- 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.
- Complete the phased master plan for Ashland Creek Park, including the installation of basketball court with striping for multiple uses, including pickleball.
- Mitigate fire vulnerability on all APRC lands and explore funding to support fire suppression and best management practices.
- **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**
- 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.
 - **Complete the work on the Lithia Park Master plan and present the completed plan to the Commissioners for adoption.**
 - Create a small pocket-neighborhood playground/park in the vicinity of oak knoll clubhouse.
 - **Investigate ways to improve diversity, equity and inclusion (DEI) for both internal workforce and public access and services.**
 - Continue to work with the City of Ashland, the Chamber of Commerce and other organizations to promote and support tourism in outdoor recreation.
 - Black noted that goal #2, *Develop an environmental sustainability and implementation plan*, could be rolled into the System Wide Master Plan goal.
 - Black noted that goal #14, *Investigate ways to improve diversity, equity and inclusion (DEI) for both internal workforce and public access and services*, could be reworked into a Management Goal that has been proposed for the 2023/25 biennium.

2021/23 Goals Recommended for Removal

Black recommended removing the following goals from the list

- 5) Explore the feasibility of and make a decision on all trails and proposals by the Rogue Valley Mountain Bike Association (RVMBA).
 - Black stated this goal has been accomplished to an extent that there has been a committee established to review all new trail proposals to make recommendations to the Parks Commissioners, who will have the final authority. This committee has one active application for the Wonder Bailout Trail. Several other trails proposals by the RVMBA are currently being review by working groups of this committee.
- 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.
 - Black stated this goal can be achieved through the adoption of a policy.
 - Landt stated that if any goals from the current biennium are going to be addressed through the adoption of polices, staff should bring the policy language to the Commissioners to vote on prior to removing goals from the list.
- 8) Complete the phased master plan for Ashland Creek Park, including the installation of a basketball court with striping for multiple uses, including pickleball.
 - Black stated this can move forward because it is part of the adopted Ashland Creek Park Master Plan and is proposed to be funded through the CIP budget.
 - Bachman requested that staff provide updates on projects on a regular basis with general updates and progress made.

- Black stated this is something that can be put on the website and brought to Commissioners as a regular report.
- 9) Mitigate fire vulnerability on all APRC lands and explore funding to support fire suppression and best management practices.
 - Black stated this is a worthwhile goal and is part of our mission as APRC and believes this should not be a goal moving forward and APRC adopt a policy that always keeps this work as a priority.
- 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.
 - Black stated this is an ongoing process/best practice and will continue even after it is removed from the goal list.
- 13) Create a small pocket-neighborhood playground/park in the vicinity of oak knoll clubhouse.
 - Black stated this item should be removed because the construction of a park at Oak Knoll should be contingent upon any plans for the golf course that may come about as a result of the current evaluation of the course and its management.
- 15) Continue to work with the City of Ashland, the Chamber of Commerce and other organizations to promote and support tourism in outdoor recreation.
 - Black stated this is an ongoing process/best practice and will continue even after it is removed from the goal list.

SWOT Analysis

Black gave a S.W.O.T (Strengths, Weaknesses, Opportunities, Threats) analysis as outlined on pg. 7 in the [slides presented](#)

Organizational Chart Review

Black displayed a draft organizations chart that included the following highlights (pg. 10 of the [slides presented](#))

- Black proposed bringing back the following positions that are currently vacant with some of which are currently unfunded
 - Parks Superintendent
 - Golf Business Manager
 - Golf Grounds Lead
 - Park Tech I (4)
- The volunteer/events coordinator would be moved under a newly formed Special Ops Division that would be under the Parks Superintendent)

23-25 Preliminary Budget Review

Black displayed preliminary projections based on receiving the equivalent of \$1.89/\$1,000, \$2.00/\$1,000, and \$2.09/\$1,000 of assessed property value (property taxes received from the City) as outlined on pgs. 10-12 in the [slides presented](#)

- \$1.89/\$1,000 Ending Balance Projection: \$(1,143,413)

- \$2.00/\$1,000 Ending Balance Projection: \$(452,131)
- \$2.09/\$1,000 Ending Balance Projection: \$113,463

Black recommended submitting a budget based on receiving \$2.00/\$1,000 of assessed property value that would require additional cuts or increases in revenue of approximately \$500,000

S.W.O.T. Continued

Dials presented a SWOT analysis for the Recreation Division as outlined on pgs. 8-9 in the [slides presented](#)

Glatt presented SWOT analysis for the Senior Services Division as outlined in [new slides presented](#)

PUBLIC INPUT

None

FUND REVIEW

- Black stated that total Food & Beverage total available revenue will be \$6,219,824
- Total funds needed to accomplish the preliminary CIP Budget is \$6,219,824
 - Which would leave \$500,000 for discretionary projects determined by Commissioners

Black displayed the preliminary CIP Budget and made the following points:

Description	2023/25 Budget Proposal	FY 2023/24			2019-20 Totals	FY 2024/25			2022-23 Totals
		F&B	SDC	Other (grant/loan)		F&B	SDC	Other (grant/loan)	
Dept Payments (Calle, Briscoe, Garfield)	374,734	187,687			187,687	187,047			187,047
Real Estate Acquisition	300,000	-	150,000		150,000		150,000		150,000
Repair Perozzi Fountain @ Lithia Park	650,000	-		650,000	650,000			-	-
Japanese Garden	100,000	-		50,000	50,000			50,000	50,000
Daniel Meyer Pool Rebuild	8,800,000	1,800,000			1,800,000			7,000,000	7,000,000
East Main Park Development	1,266,100	325,000		941,100	1,266,100				-
Kestral Park Bridge	650,000	100,000		550,000	650,000				-
Lithia Park Improvements	300,000	75,000		75,000	150,000	75,000		75,000	150,000
All Parks Master Plan	150,000	150,000			150,000				-
Mace Property Trail	75,000	75,000			75,000				-
Building Maintenance (sinking/depreciation fa	300,000	150,000			150,000	150,000			150,000
Oak Knoll Golf Course Improvements	550,000	550,000			550,000				-
TID Improvements	100,000	50,000			50,000	50,000			50,000
Ashland Creek Park Basketball Court	100,000	-			-	100,000			100,000
Parking Lot/Road/Sidewalk Repairs in Parks	300,000	150,000			150,000	150,000			150,000
Capital Outlay	350,000	175,000			175,000	175,000			175,000
General Maintenance Trx to GF (sinking/depr	845,090	422,545			422,545	422,545			422,545
ICC Irrigation Control	200,000	100,000			100,000	100,000			100,000
Total	15,410,924	4,310,232	150,000	2,266,100	6,726,332	1,409,592	150,000	7,125,000	8,684,592

- It was clarified that Real Estate Acquisitions would be used to secure trail easement and open space money for connectivity improvements.
- The \$650,000 identified for the Perozzi Fountain would come from the Ashland Parks Foundation
- The funds for any Japanese Garden improvements would come from private donations

- The pool line was increased to \$1,800,000 in the first year to potentially secure a revenue bond; the second year has been increased to \$7,000,000 because it is likely that the pool will be covered and costs are likely to go up
 - There was discussion about the possibility of building a larger structure that could house the pool, Senior Center and other recreation opportunities.
- F&B money was added to the EastMain Park line item. Additional funds would be required to fully complete the park
 - Black stated it is possible that actual construction could start during the first fiscal year of the biennium
- \$100,000 was added to the Kestrel Park Bridge project to ensure completion
- Lithia Park improvements would use \$75K of F&B and \$75K from the Ashland Parks Foundation. The projects would be identified through the Lithia Parks Master Plan
- The All-Parks Master plan would be completed by consultants
- The Mace Property Trail was originally planned to be multi-modal (hard surface)
- A Building Maintenance line was added to address ongoing maintenance needs and deferred maintenance
 - Any unspent funds would roll over into the following biennium with additional funds added every budget cycle
 - Eldridge suggested developing guidelines for facilities maintenance that takes environmental concerns into consideration
- Oak Knoll Golf Course funds were added for potential improvements once the future of the golf course is more clear
- The Talent Irrigation District (TID) Improvements line is meant to connect properties to other water sources including TID, Ashland Creek rights, etc.
- Ashland Creek Park Basketball Court remains unchanged and can move forward if Commissioners keep the funding in this line
- The Parking Lot/Sidewalk Repair line was added to address deferred maintenance
- Capital Outlay is used for general maintenance activities
- A General Maintenance line was added to address ongoing maintenance needs and deferred maintenance
 - Any unspent funds would roll over into the following biennium with additional funds added every budget cycle
- ICC Irrigation Control funds would be used to continue to switch the remaining parks to the new irrigation control system

Black stated that any cuts made from projects with F&B funds could be added to the \$500,000 of discretionary funds

Commissioner Goal Presentation

The Commissioners presented on top five goals submitted prior to the meeting (pgs. 16-21 in the [slides presented](#)). Some Commissioners submitted more than 5 goals that were also presented ([see all Commissioner goals as submitted](#)).

Goal Discussion

- Black suggested completing the Lithia Park Master Plan before the end of the current biennium so it can be taken off the list
 - There was general consensus to discuss it at the April Study Session and approve it in May
- Black suggested completing the update to the Ashland Open Space Plan before the end of the current biennium
 - There was general consensus to discuss it at the May Study Session and approve it in June
- There was discussion about the consideration of a proposed mountain bike trail on the Lithia Hillside, referred to as the Glenview Trail. The following suggestions were made for potential processes to consider the trail, but that it would not be necessary to include it as a specific goal
 - Utilize the Lithia Park Master Plan process to determine if bikes should be allowed in this part of Master Plan
 - The Master Plan could be adopted with language that would leave the door open for bikes within Lithia Park
 - A Special Meeting could be held to discuss consideration of the trail
- Landt stated a concern with lumping the environmental sustainability plan into the Master Plan and thought that it should remain separate to highlight its importance to the organization
- There was discussion about adding a goal that focuses on trail improvements
- There was discussion about adding a goal to support community building through events, utilizing parks, trails, open space
- There was discussion about rolling the DEI Goal from the current biennium into a broader management goal

CIP Budget Discussion

During the goals discussion the following items came up pertaining to CIP

- Eldridge suggested allocating Food and Beverage CIP funds to the pump track Park at E Main Park
 - Landt suggested taking \$75K from the Mace Trail in the CIP Plan and allocate it for the pump track. There were no objections to reallocating these fund
- Eldridge stated support for consideration of allocating funds from the \$500,000 discretionary funds to Lithia Park
 - Landt stated the use of the discretionary funds must be weighed against what it will take to get a pool
 - Black noted that most of the pool can be paid for with a revenue bond
 - Direction on the discretionary funds was not confirmed at this meeting and will be addressed by Commissioners at a future meeting

Goal Direction

There was general consensus to direct staff to draft a goals list that include the following goals from the current Biennium (in no particular order):

- Investigate, develop and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission.
- Develop an environmental sustainability and implementation plan.
- 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.
- Build east main street neighborhood park including the dog park, bike-skills park and pump track.
- 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):
 - Vision and goals
 - Bicycle and pedestrian circulation and access to park properties
 - Park system maintenance and improvements
 - Fleet evaluation recommendations
 - Design and maintenance guidelines
 - Review and update of all aprc policies

There was also general consensus to direct staff draft the following goals to add to the list (in no particular order):

- A management goal that will address
 - DEI considerations both internally and with public access and services provided
 - Strengthen relationships between staff and the public served
 - Work with City HR to communicate policies, procedures, and how HR is accessed
 - Support management to free up time to spend on these efforts
- Seek/support community building activities in parks, trails and open space that promote art, music, sports and nature
- Improve and develop the hiking and mountain bike trail system
- Develop a plan for Oak Knoll Golf Course

Adjournment

The meeting adjourned at 4:20 p.m.

Respectfully Submitted

Sean Sullivan, Business Operations Manager