



**AGENDA FOR STUDY SESSION**  
**ASHLAND PARKS & RECREATION COMMISSION**  
May 3, 2023  
Electronic Meeting – 6 P.M.

**Public Participation Instructions**

This meeting will be held electronically via Zoom Webinar. Registration is required to view the meeting. A link to the meeting will be sent to you once registration has been completed: [https://zoom.us/webinar/register/WN\\_3KwG\\_xiLTTaAVvZan2Y6vg](https://zoom.us/webinar/register/WN_3KwG_xiLTTaAVvZan2Y6vg)

Written testimony will be accepted via email sent to [sean.sullivan@ashland.or.us](mailto:sean.sullivan@ashland.or.us). Please include "**Public Testimony**" in the subject line. Written testimony submitted before 12:00 pm the Tuesday before the meeting will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an email to [sean.sullivan@ashland.or.us](mailto:sean.sullivan@ashland.or.us), preferably before 12:00 pm the Tuesday before the meeting. Late requests will be honored if possible. Please provide the following information: 1) make the subject line of the email "**Speaker Request**", 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer (Zoom Name) or the telephone number you will use if participating by telephone. Staff will provide information necessary to join the meeting upon request.

- I. CALL TO ORDER
- II. PUBLIC FORUM
- III. NON-STANDARD MEMORIAL REQUEST – LITHIA PARK, LOWER DUCK POND
- IV. DISCUSSION REGARDING RESTRICTIONS ON ALCOHOL IN PARKS
- V. DISCUSSION ON THE UPDATE TO THE PARKS, TRAILS, AND OPEN SPACE PLAN
- VI. MASTER FEES AND RATE SCHEDULE
- VII. LOOKAHEAD REVIEW
- VIII. ITEMS FROM COMMISSIONERS/STAFF
- IX. ADJOURNMENT

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

# 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  
AshlandParksandRec.org  
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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners  
**FROM:** Michael Black, APRC Director  
**DATE:** April 26, 2023  
**SUBJECT:** Non-standard Memorial Request – Lithia Park Lower Duck Pond

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Jossie Ivanov has requested a non-standard memorial plaque be dedicated to Mary and Dick Mastain at the Lower Duck Pond in Lithia Park. A donation of \$26,000 would be made to fund an upgrade to the circulation and filtration system at the Lower Duck Pond. This item is being brought to Commissioners at a Study Session to allow Ivanov to attend remotely. It will be necessary to place this item on the agenda of a business meeting for action to be taken by Commissioners.

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](#). It should be noted that the Section III. G. states, *A conservative approach will be taken regarding requests for memorials in Lithia Park in order to maintain a balance of memorials versus the preservation of the park's natural and historic character.*

This proposal was presented to the [Current Parks, Conservation and Maintenance Subcommittee on November 29, 2022](#). The subcommittee unanimously approved the following motion at that meeting: *...approve the plaque for consideration of the full Commission.*

The donation would cover the majority of the cost of the upgrades based on a quote of \$33,875. The requested timeline for the placement of the plaque is 25 years or the life of the circulation/filtration system, whichever is longer.

Staff is seeking direction from Commissioners on how to move forward with this request.

### Attachments

Plaque Location Image  
Plaque Proof  
Information on Mary and Dick Mastain

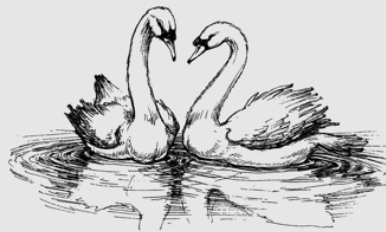
Proposed location in Lithia Park at the Lower Duck Pond (outline not to scale)



Proposed Plaque

Mary and Dick Mastain  
Friends to all the creatures of  
Lithia Park

70 years together:  
swans mate for life



Provided by Jossie Ivanov

Mary and Dick Mastain retired in Ashland in 1993, and lived across the street from Lithia Park until the end of their lives. Both were deeply involved in the Ashland community throughout this time, and loved the City of Ashland, especially Lithia Park. They were regulars at the Ashland City Band's Thursday night concerts, and walked through the park daily. Their children dedicated a park bench and a picnic table for them in the park, which became beloved places they would walk to or picnic at. Mary volunteered for the park leading guided nature walks, and led a total of 133 walks over almost three decades. Mary, also a longtime volunteer for the Ashland Chamber of Commerce, was selected as the Grand Marshal of the 4th of July Parade in 2018 as exemplifying the theme of "Empowering Wellness Through Community."

Both duck ponds in Lithia Park were special places for Mary, a lifelong bird lover. In the early years of their retirement, Mary would save her stale bread to feed the ducks with her grandchildren, but she closely followed the water quality regulations at the Upper and Lower duck ponds; Dick started making trips to the Ashland Grange to keep Mary supplied with plenty of cracked corn for her ducks when that became the Parks Department guidance. Later, when the feeding regulations changed again, Mary would buy feed from the little machine that was installed at the Lower Duck Pond. She loved the swans in the Lower Duck Pond, and could identify all the different types of ducks that lived in the ponds over the years, worrying when the water quality was worse and hoping that the ducks had enough to eat.

When Mary passed away in 2020 and her family found out that the park needed help with restoring water quality at the Lower Duck Pond, it felt like the perfect way to honor her. Dick passed away just this year, in 2023. Dick and Mary were married for 70 years, and showed their love for each other and for their community every day. By donating to the restoration of the Lower Duck Pond, their children, in-laws, and grandchildren want to honor their memory with another contribution to the community and the park they both loved so much.

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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Rachel Dials, Deputy Director

**DATE:** April 27, 2023

**SUBJECT:** Alcohol in Parks Rule Discussion – 10.68.090 Intoxicating Liquor Prohibited

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APRC staff and Commissioners have been receiving requests from the business community as well as other internal APCR committees to investigate changing the municipal code 10.68.090 *Intoxicating Liquor Prohibited* to include service of alcohol within some park locations. Currently the only exceptions to this code are the Calle Guanajuato and the Oak Knoll Golf Course.

Staff is requesting discussion and direction from the Commission on whether or not to add it into the current workplan and bring back recommendations for review by the Commissioners.

The current ordinance is below:

10.68.090 *Intoxicating Liquor Prohibited*

*It is unlawful for any person to take any intoxicating liquor or beverage into any portion of the public parks of the City except that:*

*A. Intoxicating liquor or beverages may be transported through the Lithia Park extension area which is located between North Main Street and Winburn Way and between Ashland Creek to the west and the Plaza to the east.*

*B. This section and the prohibitions on the possession and use of intoxicating liquor shall not apply to that portion of the park that is leased to the Oregon Shakespeare Festival Association.*

*C. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Calle Guanajuato only when such is served with prepared meals and with the express approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.*

*D. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Oak Knoll Golf Course only when such is served as part of the City Golf Course operation or approved concession with the approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.*

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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michel Black, Director

**DATE:** April 26, 2023

**SUBJECT:** Discussion on the Update to the Parks, Trails and Open Space Plan

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The Open Space Committee is finalizing their recommendations for the updated Open Space Plan. The final recommendation should be made by the time the Commissioners meet on May 3, 2023. Staff will prepare the recommendation for presentation to the Commissioners for the May 3 meeting. We look forward to discussing the Open Space Plan with the Commissioners.

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## PARKS COMMISSIONER STAFF REPORT

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Rachel Dials, Deputy Director

**DATE:** April 27, 2023

**SUBJECT:** Master Fees and Rates Schedule- Discussion

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APRC staff will be prepared to discuss current fees/rates for programs and services and a proposal for increases for most APRC programs and services starting in the next biennium budget FY 23-25. Since September of 2020, a project team of APRC staff has been reviewing and evaluating cost recovery which includes all expenses and revenues of programs and services. APRC expenses increase every year and fees have not been reviewed and evaluated since at least 2018.

The Commission has already approved fee increases for the Calle Guanajuato to take effect in this current fiscal year. Discussion of increases for this presentation will include the Daniel Meyer Pool, Ashland Rotary Centennial Ice Rink, Facility Rentals that include Lithia Park, Ballfields, Hunter Park Tennis Courts, and Lithia Park Pickleball Courts, Nature Center and other general programming and community garden plots.

City Council will be reviewing fees for all City Departments in early June and APRC will be part of that process so moving a recommended proposal forward to the City Council is necessary.

This agenda item is meant for discussion and feedback only.



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## STAFF MEMORANDUM

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael Black, Director

**DATE:** April 7, 2023

**SUBJECT:** Lookahead Review and Direction (Possible Action)

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The latest lookahead will be provided at Study Sessions for Commissioners to review and provide direction to staff.

Attachment  
April 26, 2023 Lookahead

**Ashland Parks and Recreation Commission Lookahead**

*Updated on 4/26/2023*

		Information	Action	Lead Staff / Commissioner or Entity Responsible
<b>5/3</b>	<b>Parks Commission Study Session (Zoom) 6:00pm</b>			
	Non-Standard Memorial Request for Mary and Dick Mastain - Lower Duck Pond Plaque	x		Director Black
	Discussion Regarding Restrictions on Alcohol in Parks	x		Deputy Director Dials
	Update to Ashland Parks, Trails, and Open Space Plan Discussion	x		Director Black
	Master Fees and Rate Schedule Discussion	x		Deputy Director Dials
	Lookahead Review	x		Director Black
<b>5/10</b>	<b>Parks Commission Regular Business Meeting (Council Chambers) 6:00pm</b>			
	Goals Adoption		x	Director Black
	Non- Standard Memorial Request for Mary and Dick Mastain - Lower Duck Pond Plaque (tentative)		x	Director Black
	Master Fees and Rate Schedule Discussion	x	x	Deputy Director Dials
<b>6/7</b>	<b>Parks Commission Study Session (Zoom) 6:00pm</b>			
<b>6/14</b>	<b>Parks Commission Regular Business Meeting (Council Chambers) 6:00pm</b>			
	Update to Ashland Parks, Trails, and Open Space Plan Adoption		x	Director Black
	Real Estate Deliberations		x	Director Black
	<b>APRC Subcommittees</b>			
	Ashland Senior Advisory Committee - May 8 (Zoom 3:30pm)			Superintendent Glatt
	Ashland Japanese Garden Advisory Subcommittee - May 15 (Lithia Cabin 10:30a.m.)			Director Black
	Bee City USA Subcommittee - TBD			Nature Center Manager VanWyhe
	Current Parks, Conservation, and Maintenance Subcommittee - TBD			Director Black
	Golf Course Subcommittee - TBD			Deputy Director Dials
	Long Range Planning Subcommittee - TBD			Director Black
	Recreation Division Advisory Committee - TBD			Deputy Director Dials
	Trails Master Plan Review Subcommittee - May 15 (Lithia Cabin 2pm)			Director Black
	AD HOC Parks & Open Space Map Update Subcommittee - May 1 (Lithia Cabin 9:30am)			Director Black
	<b>Council Business / Budget Meetings</b>			
5/4/2023	Budget - General Fund: City Admin, Finance and HR- Citizen's Budget Committee			
5/11/2023	Budget - General Fund: IT and AFN, Police and Fire - Citizen's Budget Committee			
5/18/2023	Budget - General Fund: APRC, Community Development and Public Works - Citizen's Budget Committee			
5/25/2023	Budget - Updated Revenue Estimates & Property Tax Recommendation			
	<b>Parking Lot Topics</b>			
	Lithia Hillside/Glenview Trail Proposal Public Input			Director Black
	Lithia Park Master Plan Adoption			Director Black
	Oak Knoll Golf Course RFP			Director Black
	Long Term Maintenance Reduction Policy			Director Black
	Wildfire Mitigation Policy			Director Black
	Ashland Parks Foundation Annual Report			APF President
	Pool Replacement Project Update and Report on Findings			Director Black
	Standard Memorial Report (December)			Manager Sullivan
	Nutley Easement - Add access for 108 Granite St (Legal Background Work Required)			Director Black