



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

July 5, 2023

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

6:00 p.m.

EXECUTIVE SESSION - Pursuant to ORD 192.660(2)(a) an executive session will be held prior to the Regular Business Meeting to consider the employment of a public officer, employee, staff member or individual agent.

6:30 p.m.

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- a) APRC Study Session – May 3, 2023
- b) APRC Regular Meeting – June 14, 2023

III. ADDITIONS OR DELETIONS TO THE AGENDA

IV. PUBLIC FORUM

V. CONSENT

- a) Ashland Senior Advisory Committee Member Appointment
- b) Subcommittee Minutes for Acknowledgment
 - Recreation Division Advisory Committee, August 18, 2022

VI. BUSINESS

- a) Possible Interim Park Director Appointment (Action)
- b) Presentation by Jensen Strategies, APRC's Recruiter for on the Park Director Recruitment Process (informational)
- c) APRC Park Director Job Description (Action)
- d) Lookahead Review (Direction to Staff)

VII. ITEMS FROM COMMISSIONERS/STAFF

VIII. UPCOMING MEETING DATES

- a) Ashland Senior Advisory Committee—July 10, 2023
 - Zoom—3:30 p.m.
- b) .APRC Regular Meeting —July 12, 2023
 - Canceled
- c) APRC Study Session—August 2, 2023 – Canceled
 - Zoom—6:00 p.m.
- d) .APRC Regular Meeting —August 9, 2023
 - Council Chambers—6:00 p.m.

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.

Public Participation Instructions

This meeting will be held in-person in Council Chambers 1175 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.

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

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

Absent: Director Black

I. CALL TO ORDER

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

II. PUBLIC FORUM

None

III. NON-STANDARD MEMORIAL REQUEST – LITHIA PARK, LOWER DUCK POND

Sullivan reviewed the information included in the meeting packet that included the following items:

- The Parks Memorial Policy includes two types of memorials. Standard memorials for benches and tables are managed by staff. Non-standard memorial requests are brought to the Current Parks, Conservation, and Maintenance Subcommittee to make a recommendation to the Commission for approval.
- The non-standard memorial request before the Commission is from Jossie Ivanov to dedicate a plaque at the Lower Duck Pond for Mary and Dick Maintain. This memorial includes a donation of \$26,000 which would be used to upgrade the circulation and filtration system at the pond.
- When contacted for non-standard memorials staff try to match a needed project with a donation amount for a memorial.
- On November 29, 2022, this non-standard memorial request was reviewed by the Current Parks, Conservation, and Maintenance Subcommittee which approved the plaque for consideration by the Commission. The plaque would be on a boulder next to the pond. 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.
- If approved a plaque would be adhered to the boulder it would be necessary to have another plaque installed after this memorial expires as a rededication.

Public Testimony

Jossie Ivanov provided the following information. Her grandparents Dick and Mary Maintain lived on Granite Street. She has found memories of feeding the ducks in Lithia Park with her grandparents. Mary Mastain was a volunteer that gave Parks walks. 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.

Discussion

Eldridge asked if it is normal for sunset dates for memorial. Sullivan explained that the Parks Memorial Policy was updated 2019 for standard memorials to have a sunset of 10 years. The policy was amended because there was an expectation that memorial benches and tables would be kept at a certain standard in perpetuity for a small donation which was not feasible with the number of memorials in parks. Adding a sunset date allows loved ones to honor a person while also providing a public service. The donations for tables and benches will pay for the replacement. The typical lifespan of benches and tables in the Parks is approximately 10 years.

Sullivan stated that this request would typically be brought to a Business Meeting for action but was brought to this meeting so the requestor could participate. Staff is asking for direction.

Bachman thank Josie and her family for the donation and expressed concern using the natural feature of a boulder and inquired if the plaques could be placed in another location on a man-made structure.

Adams had the same concern as Baughman regarding the plaque location and the inscription on a boulder and expressed appreciation for the family's donation and memorial request.

Lewis thinks the value of this donation is very important for the park. The lower duck pond has a hard bottom and it's and a new filtration system will improve the pond. Lewis said there are many plaques on rocks in the park.

Sullivan provided background on plaque placement. The boulder near the pond and a pedestal were discussed and the boulder was the preferred location for the applicant.

Landt read the criteria for memorial placement from the Parks Memorial Policy

- Criteria D - memorials placed outdoors should be part of a design plan and part of the fabric of the site not a feature.
- Criteria G – conservative approach will be taken regarding memorials in Lithia Park in order to maintain balance of memorials versus the preservation of the park's natural and historic character.

Landt said this is a very generous donation and supports working with the applicant and staff to come up with alternatives. Requests that that this request go back to the subcommittee for review. Landt also had concern regarding the plaque inscription that mentioned the swans that used to be in the park and isn't sure if this would be an issue. Landt asked if this went back to the subcommittee if the group could come back with a resolution. Sullivan reviewed the issues raised as the placement of the plaques on the boulder and the inscription. Sullivan will discuss this with the applicant and see if there is a way forward and then meet with the subcommittee for a recommendation to the Commission.

Eldridge expressed concern in delaying the application and would like to have the process move as swiftly as possible. Sullivan thinks the subcommittee can meet and that this could come back to the Commission in June.

IV. DISCUSSION REGARDING RESTRICTIONS ON ALCOHOL IN PARKS

Dials lead the discussion regarding restriction regarding alcohol in parks. APRC staff and Commissioners have received requests from the business community as well as other committees like the Japanese Garden Advisory Committee 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. In January and February of 2020 staff at the request of the Lions had presented to the Commission regarding alcohol in parks. Due to the pandemic this item had been put on hold.

Discussion

Landt stated that this municipal code that the City Council would need to change. The Commission can request this change. Eldridge asked is all that is required is proposed language and a vote change. Dials explained that staff can bring back to the commission some potential language and procedures and policies regarding alcohol in parks and recommended locations.

Baughman asked if this would be limited to Lithia Park or other locations be considered and supports a comprehensive look into this for consideration.

Adams asked for insight on permitting special events for alcohol and how it could potentially work. Dials explained that we currently have a Special Event Permit. Public events could have permitting for certain areas with which would also require an OLCC permit. Staff will gather more information regarding open areas for alcohol in certain locations in conjunction with an event. Dials said that business owners are looking at putting on concerts and selling alcohol.

Lewis stated that in 1917 when the Parks opened was during prohibition. Calle Guanajuato and the Golf Course are currently exceptions to the alcohol policy. Lewis supports a review and discussion about alcohol in parks in a controlled way.

Eldridge supports further discussion and that this would be supporting the biennium goal of bringing together the community through events, recreation, and cultural events in parks.

Adams thinks that this would be a good addition and in alignment with the Commission goals and expressed support of permitted events in all parks that would allow the sale and consumption of alcohol.

Dials stated that staff has direction needed and will bring this back to Commission at a Study Session.

V. DISCUSSION ON THE UPDATE TO THE PARKS, TRAILS, AND OPEN SPACE PLAN

Landt lead the discussion for the update to the Parks, Trails, and Open Space Plan

- On May 1, 2023, the subcommittee met and discussed additions to the plan, properties proposing to be removed and the accompanying narrative language for the plan.

- The comprehensive plan was first adopted in 1991 and at that time Ashland had less park land per capita than Roseburg and Klamath Falls. Now after efforts for the last 30 years supported by the city's meals tax Ashland's parkland per capita ranks among the states leaders.
- The current emphasis is to maintain and rehabilitate current parklands and structures. Removing parkland from the plan is consistent with this approach. Properties remaining on the plan will focus on trail connectivity, high natural resources, and recreational value.
- The subcommittee proposed to remove the following properties from the plan
 - Billings property around 100 acres because former possible uses may not be feasible
 - Helman Street property has been developed and is not feasible for athletic field usage
 - Willow Wind property is currently owned by the Ashland School District (ASD) property next door will be retained on the plan for possible future athletic fields
 - Properties that have been developed have been removed from the plan
 - YMCA park has been removed because it has been sold to YMCA
 - Properties adjacent to YMCA are no longer needed due to the acquisition of the East Main Properties
 - A property near Oak Knoll Golf Course is no longer required because it does not fit in with current planning
- When the original was enacted, the approach was to include more property than was needed. Property can only be obtained from willing sellers and there is currently a better understanding of what property is needed for current goals.
- ASD currently has construction of many of their properties making athletic field availability limited. We will have a better understanding and assessment of athletic field needs after ASD construction is completed and it is known how many fields will be available for community use.
- The subcommittee will meet again to finalize the plan and narrative

Adams asked once school projects done and we understand sport field capacity where the plan has potential for athletic field sites. Hearing from constituents that there are currently not enough fields to meet demand.

Landt stated that Helman Street property is not ideal for sports fields and Willow Wind is owned by ASD and they have no plans to sell the property. Landt said the strategy was to remove properties from the plan that are unlikely to be used. Currently there is one property suitable for sports fields in the plan

Adams wanted to know if there was potential for sports fields at the Billings Ranch. Landt stated more due diligence may be needed to determine if sports fields could be feasible at that site.

Eldridge stated the golf course could potentially be a future site for sports fields

This item was brought to Commissioners as an informational item and will be presented to Commissioners again once the subcommittee makes a final recommendation

VI. MASTER FEES AND RATE SCHEDULE

Dials displayed slides and provided the following information:

- The goal tonight is to present to the Commissioners potential fee increases for certain programs and rentals that would begin on July 1, 2021. Staff will bring back to the Commission for potential action next week. All APRC fees need to go to City Council annually to include in the City Fee Schedule
- APRC project team for cost recovery and financial sustainability plan that has been meeting since September of 2020. The project team is Deputy Director Dials, Superintendent Glatt, Analyst Kiewel, and Manager Sullivan. The project team has been analyzing true cost and revenue of all programs and services offered.
- The Cost Recovery continuum is what staff has put together as a strategy to categorize all programs and services offered at APRC. Common good programs and entry level programs are more subsidized than programs that benefit individuals or commercial activities. The continuum identifies program and service categories and their desired cost recovery goals
- Based on cost and revenue data combined with cost recovery goals staff is recommending fee increases for facility rentals, special event application fee.
- The Cotton Memorial rental fee was shown as an example. The current fee is \$75.00 with a cost recovery of 21%. Staff is recommending raising the fee to \$125.00

Eldridge asked for examples of events that happen at the Cotton Memorial. Dials said the area is rented for weddings, meetings, parties. Eldridge inquired if there is an agreement with rentals that the space is cleaned when the event is over. Dials said there is a

permit with a space use agreement for rentals. For special events are larger events that require insurance because they are inviting attendees to participate in an event on public property. Eldridge asked for clarification if people know that they need to rent spaces or permitted. Dials clarified that outdoor rentals are first come first serve and there are plenty of areas in the parks for public use including the rentable areas. If someone wants to have exclusive use of a rentable area for a specific day and time that is when a rental is used.

Landt inquired how fees were determined and why staff was not recommending increasing the fees to full cost recovery. Dials said the project team looked at several factors for fee recommendations and is recommending increasing fees over time rather than all at once.

- Staff is recommending fee increases for some fees at the Daniel Meyer Pool and discontinuing the season passes because they are underutilized.

Landt said that this is a logical approach and recommended not having fees that are not whole dollars and to possibly not raise the fee for youth pool admission. Dials said the project team had discussed this.

Eldridge asked what the recommended fee was for cost recovery of general admission and agrees with Landt to not raise the fee for youth swim. This is a common good program that is important to have access that is appropriate. Kiewel stated that cost used for fee analysis was from 2018 and that there have been fee increases and inflation since that time.

Adams question on difference of expense between kids and adults using the pool. Landt mentioned that the logic is that it's a societal choice that Commissioners would make and that this is a common practice to give youths and seniors discounts for the same services.

Adams recommended that we provide punch cards in school offices at reduced rates for kids where the cost of the pool may be prohibitive to access so students with lesser means can still have access to the pool. Dials stated that there are events each year for reduced rates at the pool and ice rink and staff will look at including this recommendation into the fee proposal.

- Ice rink fee recommendations from staff is to increase fees to hockey and private lessons. These programs are specialized recreation programs that benefit a smaller number of people
- Kiewel stated that there are different ways to meet cost recovery. Rising fees, reducing costs and increasing participation of a combination of all of these.

Eldridge asked for clarification regarding the adult hockey fee increase and it is due to lower participation. Thinks the increase may be prohibitive to this small group of users. Dials stated that charging higher fees with specialized recreation programs that are discretionary allows other activities for the common good like pool admission to be more subsidized.

Adams suggested that staff monitor participation on programs that have had fee increases to determine impact to participation.

Landt said that we can not be everything to everyone. There could programs that not many people are using with a high cost that might have to be discontinued. Ideally, we wouldn't drop any programs but with budget constraints this could be a possibility that needs to be explored.

Landt would like to have staff give a presentation on how cost recovery and methodology of the data was compiled to have a better understanding on how staff determined fee recommendations.

Dials told the Commission that staff has had several community members that would like to rent pickleball and tennis courts for private use and staff will bring this back to the Commission with a recommendation.

VII. LOOKAHEAD REVIEW

- Eldridge asked to have the Lookahead go farther into the future
- Bachman would like to see this as a planning tool suggested to have the lookahead include up to six months of meetings
- Landt suggested Commission goals be included
- Bachman suggested Staff memos should include a section in the header that identifies what goal the item addresses

VIII. ITEMS FROM COMMISSIONERS/STAFF

Eldridge reported that in partnership with the Rogue Valley Mountain Bike Association a new trail on the westside of the Wonder Trail is being built and should be completed in three weeks.

Dials reported that annual Bike Swap was held last weekend with a good turnout. Proceeds from this event goes to the Ashland Parks Foundation to fund bike safety education in the schools.

Dials reported that long time staff member Libby VanWyhe Manager of the Nature Center is leaving APRC and there is a going away gathering at the Nature Center on Friday at 1:00 pm.

IX. ADJOURNMENT

The meeting adjourned at 7:56 p.m.

Respectfully submitted by
Tara Kiewel, Administrative Analyst

DRAFT

MINUTES FOR REGULAR BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION

June 14, 2023

Council Chambers – 6 p.m.

1175 E Main St

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

Absent: Director Black

I. CALL TO ORDER

Landt called the meeting to order at 6:00 p.m.

II. APPROVAL OF MINUTES

APRC Regular Meeting – May 10, 2023

Motion: Lewis moved to approve the minutes Seconded by Eldridge

Vote: The vote was all yes

III. ADDITIONS OR DELETIONS TO THE AGENDA

None

IV. PUBLIC FORUM

Thea Black spoke about the Ashland World Music Festival which was a record year with excellent community feedback. There was expanded programming this year with over 5000 people attending. Shared flyer of the event and expressed gratitude and thank APRC to partner with this event.

V. CONSENT

Adams pulled the Ashland Japanese Garden Advisory Subcommittee Bylaws Adoption and Trail Name Adoption: Upper Wasabi, Lower Wasabi from the consent agenda.

Subcommittee Minutes for Acknowledgment

Motion: Eldridge moved to approve the subcommittee Minutes for Acknowledgment. Seconded by Adams

Vote: The vote was all yes.

Ashland Japanese Garden Advisory Subcommittee (AJGAC) Bylaws Adoption

Adams expressed concern that the new rules regarding APRC subcommittee appointments was not reflected in the AJGAC Bylaws. Landt clarified that the Bylaws do state that AJGC members are appointed by the APRC chairperson, with consent of the APRC Commissioners. Adams asked if the Commission would approve community members as well. Landt stated that this was his interpretation. Adams asked if Commissioner Landt appointment was before the new Commission rules regarding Subcommittees and Landt Confirmed it was. Adams would like a to see the date of appointment for Landt added to the AJGC Bylaws.

Motion: Adams moved to approve the Japanese Garden Bylaws with the amendment of the date when Chairman Landt appointed himself be added to the table in Addendum A. Seconded by Lewis

Vote: The vote all yes

Trail Name Adoption: Upper Wasabi, Lower Wasabi

Adams acknowledged all the hard work that went into building the trail and said it's a wonderful trail. The trail was built for a beginner or green trail and Adams likes the trail name of Wasabi because it is a spicy beginner trail. Adams stated that he didn't believe this trail checks all the boxes for a beginner trail because it green straight ways, intermediate corners and an advanced climb to get to the trail. He said this trail is expertly built but it is difficult to build a beginner trail on a step hillside.

Motion: Adams Moved to approve the trail names Upper Wasabi, Lower Wasabi for the new trails in the Ashland Watershed. Seconded by Lewis

Discussion: Lewis asked if this meant that trail naming was moving away from the Lewis Carol theme. Eldridge said that trails on the west side of the watershed had not been typically named after the Lewis Carol/Alice in Wonderland theme like the east side trails. The Wonder Trail on the westside was named after an ultra-runner well known to this area.

Vote: The vote all yes

VI. BUSINESS

a) BN 23-25 Goals Prioritization and Adoption (Action)

Dials reviewed the information included in the meeting packet for the APRC BN23-25 Goals adoption

- The Parks Commissioners developed goals for 23/25 Biennium. The Commissioners ranked goals in the following order
 1. Employ best management practices to strengthen relations between management, co-workers, City employees and community members. Potential steps include work with APRC's HR provider – the City of Ashland HR Department – to simplify and communicate HR policies and procedures, improve diversity equity and inclusion efforts, ensure all staff understand how HR benefits employees and how to access HR, and reorganize and add staff to free up management time for these efforts.
 2. 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
 3. Build east main street neighborhood park including the dog park, bike-skills park, and pump track.
 4. Develop plan for Oak Knoll Golf Course to respond to a variety of current issues at the course
 5. Develop an environmental sustainability and implementation plan.
 6. Continue to improve and develop our watershed ped and MTB trail network, including connectivity to adjacent National Forest Land (above) and town centers (below) city ownership, as well as securing easements on private properties that protect public access to this network.
 7. Perform a system-wide master plan for Ashland Parks and Recreation Commission
 8. Investigate, develop, and implement a dedicated permanent funding source to ensure the long-term financial sustainability of the Ashland Parks and Recreation Commission.
 9. Seek out and support opportunities for community building through programs and events in our parks, open spaces and trail networks that celebrate art, music, sports, and nature.

Motion: Eldridge moved to approve biennium goals ranking. Seconded by Bachman

Discussion: Eldridge was not sure that ranking goals is very productive or meaningful because its comparing different items and is difficult. Bachman thinks ranking is important to give direction to staff and where to start.

Vote: The vote was all yes

b) Real Estate Acquisition: (391E08DD-TL400) (Action)

Dials reviewed the staff memo included in the meeting packet and showed a map of the property

- At the April 12,2023 APRC Executive Session, the Commission directed staff to negotiate for the 4.16-acre portion of the Tuttle Property on Granite Street the seller accepted an offer of \$125,000 for the property
- Scenic undeveloped highly used property that contains pedestrian trails
- The property contains an exclusive easement for parking and access. The Tuttle's have let Parks use the driveway for 19 years
- Appraisal reports the property value at \$70,000 APRC is justifying a higher purchase price due to the following;
 - We have an agreement with the seller to purchase the land at their lowest acceptable price, which is \$125,000.
 - Property is crucial trail land and connections
 - In addition to the land, we are also purchasing an exclusive access easement that has a value that has been estimated at: \$20,000.
- Landt said the trail that runs through the property is the Westside Ditch Trail

Motion: Adams moved to approve the purchase of the Tuttle Property. Seconded by Eldridge

Discussion: Eldridge stated that the acquisition of this land ensures public access and speaks to City Council priorities of wildfire risk reduction, Climate Energy and Action Plan (CEAP), and economic development goals. The TID trail is one of the few flat single track walking trails that is good for people with reduced mobility. The community has expressed desire for the Commission to protect public access to the TID Ditch Trail.

Lewis said it's important to take advantage when properties become available in the upper water shed. Landt said that this is the second property that has become available in the last two months. This is the first time that properties that have been on the Parks, Trails and Open Space Plan for over 20 years have become available and it just happens that property is becoming available at the same time. APRC is responding when we have properties on our plan available for purchase.

Vote: The vote was all yes

Dials added that this item will be going to City Council on July 18, 2023. Landt added that purchase of land needs to be approved by APRC and City Council.

c) Non-Standard Memorial Request for Mary and Dick Mastain - Lower Duck Pond Plaque (Action)

Sullivan reviewed the staff memo included in the meeting packet

- A non-standard memorial which provides a donation of \$26,000 that would fund an upgrade to the circulation and filtration system at the Lower Duck Pond.
- This request was first brought to the Current Parks, Conservation and Maintenance Subcommittee on November 29, 2022 which approved the plaque and forwarded to the Commission for consideration of approval
- The item was presented to Commissioners at the May 3, 2023 Study Session. Concerns were raised about having the plaque on a boulder and wording and imagery on the plaque. Staff were given direction to take the request back to the Current Parks, Conservation, and Maintenance Subcommittee to address these concerns
- On May 24, 2023 the Current Parks, Conservation and Maintenance Subcommittee reviewed the proposal again and approved to recommend the proposal as is to the APRC Commission, with the addition of added content to the plaque that states what the donation is going to support water quality improvements at the Lower Duck Pond.

Motion: Lewis moved to approve non-standard memorial at the Lower Duck Pond in Lithia Park as presented. Seconded by Eldridge

Discussion: Lewis discussed that this item returned to the subcommittee and the commission concerns were reviewed. This is an amazing donation for a much-needed park improvement. Eldridge said a standing plaque felt more intrusive. The subcommittee didn't have concern with wording regarding the plaque but did add language acknowledging the gift of the water quality.

Vote: The vote was all yes

d) Nutley Easement - Add access for 108 Granite St (Action)

Sullivan reviewed the staff memo included in the meeting packet

- Request for consideration for an easement on Nutley Street. There is a current easement with the property owner at 114 Granite for access to/for the placement of a bungalow known as the Raggedy Ann House. The easement was solely for the use of to allow vehicular access
- The owners of 108 Granite Street are requesting permanent vehicular access across APRC property to access the easement on 114 Granite Street and ultimately for access to their property.
- Granting additional access to 108 Granite Street via the established driveway from Nutley will not adversely affect APRC and will allow the property owner to access an historic easement that already exists on 114 Granite Street. Legal has prepared the attached easement for Commissioners to consider granting approval.

Motion: Adams moved to approve to the new easement as presented by staff. Seconded by Lewis

Discussion: Adams appreciated the thoroughness of staff in the concertation of this easement. Lewis said the original easement was tied to the Raggedy Ann home that was being moved and we saved a home that can be accessed,

Vote: The vote was all yes

e) Lookahead Review (Direction to Staff)

Dials reviewed the Lookahead included in the meeting packet

f) **Discussion of the Possible Personnel Changes During Interim Period Before a New Park Director is Hired (Possible Action)**

Landt said no action being taken tonight on this item

g) **Process for Selecting a New Park Director (Action)**

Landt lead the discussion on the process replacing the Parks Director.

- 2014 when Commissioners last replaced a Park Director. A recruiter was hired to do a national search. The process yielded candidates from across the country. APCR has high expectations as commissioners and the community, and it seems logical that we would again hire a recruiter. Landt is requesting the Commission direct himself to work along with the city's HR to select and hire a recruiter.

Motion: Bachman motioned that Chairman Landt is directed, in coordination with HR, to select and hire, as soon as possible, a recruiting firm to find qualified candidates for the Park Director position. Seconded by Adams

Discussion: Bachman feels this step can be expedited without impacting the quality of the process.

Vote: The vote was all yes

h) **Approval of Revised Job Description for Parks Director (Action)**

Landt is requesting a provisional approval of the Park Director job description. There are minor some typographical and content errors. This item is needed for hiring a recruiter. Bachman said this is a working draft and feels it useful to begin the process of hiring a recruiter.

Motion: Baughman motioned to approve the update job description for the Parks Director as a working draft subject to final approval before published as part of the recruitment process. Seconded by Lewis

Discussion: Bachman stated the Commission needs to be happy with final version before goes out to potential candidates. Lewis agreed with Bachman's statement.

Landt is concerned that if this is called a draft then it can't go out to recruiters until after the draft is approved by the Commission and that it may slow down the process. Bachman stressed the importance that the job description be right before sending out and that delaying until July 5th will not slow down the process and suggested tabling this item until the July 5th meeting when there could be a draft description for the Commission to approve. Eldridge supported tabling the item. Adams preference was to support the motion to have a draft that can be used to hire a recruiter while work continues with the job description.

Eldridge recused from voting out of an abundance of caution for a potential conflict of interest due to consideration of applying for the position.

Vote: The vote was all yes

VII. **ITEMS FROM COMMISSIONERS/STAFF**

Landt requested the consent of Commissioners to create an ad hoc committee with Landt and Baughman to work on the draft of the Park Director job description. Sullivan raised a point of clarification if Landt wanted a working group and or an ad hoc subcommittee. Landt clarified that this will be a working group that will report to the Commission. There were no objections.

Lewis asked about a Juneteenth event at Ashland Creek Park (ACP) for the "Say Their Names" art. Dials reported that on Sunday June 18th from 11:30 am - 2:30 pm there will be a fundraising event for held at ACP. Landt requested staff send details of the event to the Commission.

Adams announced that on June 25th from 9 am -1pm will be the 4th annual Garden Tour. Dials added that you can register online to get tickets or call the Parks and Recreation office.

VIII. **UPCOMING MEETING DATES**

- a) Ashland Japanese Garden Advisory Subcommittee—TBD
- b) APCR Special Meeting —July 5, 2023 at Council Chambers—6 p.m.
- c) Ashland Senior Advisory Committee—July 10, 2023 via Zoom
- d) APCR Regular Business Meeting—July 12, 2023 - Canceled

IX. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

Respectfully Submitted

Tara Kiewel, Administrative Analyst

DRAFT

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt
Leslie Eldridge
Jim Lewis
Jim Bachman
Justin Adams



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Isleen Glatt, Senior Services Superintendent

DATE: June 29, 2023

SUBJECT: CONSENT: ASAC Member Appointment

Situation

The Ashland Senior Advisory Committee is requesting appointment of two new members starting July 2023.

Background

The Ashland Senior Advisory Committee bylaws allow for “seven to nine” members, including a mix of up to seven program participants and community partner members, one APRC liaison, and one City Council liaison. Two members, Sandy Theis and Kathy McNeal, are completing their terms and stepping down as of June 30, 2023.

Recommendation

The Ashland Senior Advisory Committee (ASAC) Chair Mike Gardiner and a work group have reviewed applications and interviewed three applicants for the two openings. They are recommending appointment of the following two applicants to start July 2023; the two applications are attached.

- John Engelhardt, President of St Vincent de Paul Ashland – Community partner member
- Patty Winner, Office Volunteer with the Senior Services Division – Participant member

Chair Rick Landt has reviewed the applications and is ready to make the appointment with the consent of a majority of Commissioners.

Approval of the consent agenda would adopt the following motion

I move to appoint John Engelhardt and Patty Winner to Ashland Senior Advisory Committee, effective July 1, 2023.

From: City of Ashland, Oregon <administration@ashland.or.us>

Sent: Monday, June 5, 2023 11:32 AM

To: Dorinda Cottle <dorinda.cottle@ashland.or.us>; City Recorder <recorder@ashland.or.us>

Subject: Application for Committee or Commission Submitted

[EXTERNAL SENDER]

*** FORM FIELD DATA***

Name: **John Engelhardt**

Committee or Commission interested in: **Ashland Senior Advisory Committee**

Address: **[REDACTED]**

Phone: **[REDACTED]**

Email: **[REDACTED]**

Occupation : **Retired. Currently do volunteer work--St. Vincent de Paul, Ashland/Talent, President**

Educational background: **Jesuit H.S., New Orleans St. Louis University, BA Mathematics U. of Missouri-Columbia, Ph.D. Mathematics Education I was a professor of Mathematics & Math Education at SOU, 1980-2005**

Related Experience: **Six years as a home-visit volunteer with local St. Vincent de Paul conference; serving as president for 5 years. Have networked with various agencies (OHRA, United Way, churches, FHCO, RVTD, Senior Center, etc.) to advocate for and provide assistance to vulnerable members of our community. I am a firm believer in life-long learning and strive to be aware of and utilize information that is pertinent to my volunteer work.**

Interests: **I was asked to consider it. The position appears to be a good fit for the work I currently am involved with.**

Availability: **Assuming the scheduling works, I am available for special meetings. Daytime preferred.**

Additional Information : **I have lived in Ashland since 1980, having come to accept a teaching position at SOU. I have been involved in various volunteer service positions over those years. While being a Cub Scout and Boy Scout leader for 10 years, I coordinated with our charter partner, Ashland Lions Club. I have volunteered in local schools (PTA, Math Club, AHS track & field, Ashland Football Club, etc.). I served as the coordinator of the Rent-a-Player program during 2016-2017, pairing jobs of community members with AHS football players to raise funds for Japan. This involved setting up over 375 jobs, raising over \$27,000. I have been a member of OLLI for probably 10+ years. I have taken age-related courses such as end of life planning, healthy aging, etc. I also hike with the Ashland Hiking Group, whose average age is right around mine (73). :-)** As a side benefit, I am married to Diane Williams, retired pediatric oncologist. Diane is on a number of medical boards, some of which involve services that would affect seniors.

Signature: **John Joseph Engelhardt**

*** USER INFORMATION ***

SubscriberID: **-1**

SubscriberUserName:

SubscriberEmail:

RemoteAddress: **66.241.70.76**

RemoteHost: **66.241.70.76**

RemoteUser:

**APPLICATION FOR APPOINTMENT TO
CITY COMMITTEE/COMMISSION**

Please type or print answers to the following questions and submit to the City Legal Department at City Hall, 20 E Main Street, or email dana.smith@ashland.or.us. If you have any questions, please feel free to contact the City Legal Department at 541.488.5350.
Attach additional sheets if necessary.

Name PATRICIA (PATTY) WINNER

Requesting to serve on: ASHLAND SENIOR ADVISORY (Committee/Commission)

Mailing Address [REDACTED] ASHLAND OR 97520

Physical Address - SAME -

Occupation RETIRED

Phone: Home [REDACTED]

Work [REDACTED]

Email [REDACTED]

Fax [REDACTED]

1. Education Background

What schools have you attended? GRADUATE OF ASHLAND HIGH SCHOOL

What degrees do you hold? _____

What additional training or education have you had that would apply to this position?

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?

HELMAN PTA PRESIDENT 1980's A.S.D.

ADD SITE COUNCIL COMMITTEE MEMBER 1990's

PARENT SPECIAL ED. COMMITTEE MEMBER 1990's A.S.D.

35 YEARS WORKING IN SCHOOLS. 1 YEAR VOLUNTEER IN OFFICE @ ASHLAND SENIOR CENTER

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? _____



3. Interests

Why are you applying for this position?

I LIKE TO BE INVOLVED
IN MY COMMUNITY AND BEING A SENIOR MYSELF I HAVE
AN INTREST IN THE SERVICES AND PROGRAMS AVAILABLE TO SENIORS.

4. Availability

Are you available to attend special meetings, in addition to the regularly scheduled meetings?
Do you prefer day or evening meetings? YES

NO PREFERENCE ON TIMES.

5. Additional Information

How long have you lived in this community?

50 YEARS

Please use the space below to summarize any additional qualifications you have for this position:

During my working career I worked in many schools in the city of Ashland. I have worked at every grade level from Preschool to High School and at many varied jobs, from crossing guard, cafeteria worker, secretary, classroom aide and many more. The largest part of my career was spent in Ashland School District as a one-on-one assistant for special education students. I worked with numerous students with a wide range of needs, several in wheelchairs. I learned to be an advocate for my students and their needs. I advocated for a couple handicapped parking spaces and many other daily needs for my students. I believe the skills and knowledge I picked up in these jobs and from the numerous panels I have served on would be helpful in working with others on the Senior advisory subcommittee. I think I am a good listener and am able to give my opinion on the subject at hand.

June 14, 2023
Date

Patricia A. Warner
Signature



ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt
Jim Lewis
Jim Bachman
Justin Adams
Leslie Eldridge



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners
FROM: Sean Sullivan, Business Operations Manager
DATE: June 29, 2023
SUBJECT: CONSENT: Minutes for Acknowledgement

The following minutes (electronic attachment) are being submitted for acknowledgement by the Commission.

- [Recreation Division Advisory Committee, August 18, 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.

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Rick Landt, APRC Chair

DATE: June 29, 2023

SUBJECT: Possible Interim Park Director Appointment (Action)

Park Director Michael Black has resigned from his position effective July 15, 2023. Accordingly, the APRC Board of Commissioners initiated a nationwide search for a new Director, a process which is expected to take four to six months.

During this search and hiring period, Commissioners may decide to Appoint an Interim Park Director or leave the position open.

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Rick Landt, APRC Chair

DATE: June 29, 2023

SUBJECT: Presentation by Jensen Strategies, APRC's Recruiter for on the Park Director Recruitment Process (informational)

Erik Jensen and his team will be at the meeting via Zoom to introduce themselves to the Commissioners and to go over the process and timeline for finding candidates for the Park Director position.

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Rick Landt, APRC Chair

DATE: June 29, 2023

SUBJECT: APRC Park Director Job Description (Action)

At the June 14th APRC Board of Commissioners meeting, a revised Park Director job description was presented and approved as a draft. Commissioners directed Commissioner Bachman and Commissioner Landt to take feedback and complete the job description. The attached job description is presented for Commissioners' review and if acceptable, approval.

Suggested motion:

I move to approve the job description as presented.

Attachment: Parks Director Job Description

JOB DESCRIPTION

OVERTIME: Exempt Non-Exempt



JOB TITLE: CLASSIFICATION: DEPARTMENT: DATE:	Department Director Management <i>Parks and Recreation Department</i> June 9, 2023
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PURPOSE OF POSITION:

The Ashland Parks & Recreation Commission (APRC) Board of Commissioners are elected by Ashland's voters to oversee three distinct Divisions within its purview, each with a Superintendent reporting to the APRC Park Director. These divisions are the Parks, Open Space and Trails Division; the Recreation Division; and, the Senior Services Division. The APRC has delegated day-to-day management of these three Divisions to the Park Director.

ESSENTIAL JOB FUNCTIONS:

Work with APRC Board of Commissioners

Director will carry out all policies and directives that are passed by the five-member APRC Board of Commissioners at properly noticed public meetings. Provide adequate information to assist the Board of Commissioners in making decisions and establishing policies. Work with the Board of Commissioners Chair to prepare the agenda and information related to Commissioners' meetings. Work with the Board of Commissioners to initiate and develop policies for approval. Keep the Board of Commissioners informed on the status of projects, activities, programs, issues and financial operations.

Administer Financial Operations

Supervise and be responsible for APRC's financial operation. Prepare the biennial APRC budget for the Board of Commissioners' review and approval. Present the biennial APRC budget to the City Council and City of Ashland's Budget Committee. Inform Board of Commissioners of needed changes to the budget. Periodically review and report to the Board of Commissioners about recreational programs on the basis of revenues, expenses and number of community participants, with a goal of seeking savings, enhancing revenues and determining what programs can be sustained.

Manage Facilities and Programs

Carry out acquisition, construction, improvements and maintenance of parks and open space lands. Direct recreation programs, including but not limited to general recreation, aquatics and environmental education. Seek creative approaches to augment revenues via grants, donations, and other means.

Manage Personnel

Maintain procedures to fulfill all legal requirements related to employment. Adhere to all City human resources, administrative and financial policies and procedures and communicate them to

staff as appropriate. Maintain a positive, collaborative work culture for all employees. Communicate the goals and policies set forth by the Board of Commissioners to employees. Responsible for hiring and termination of all department employees. Oversee and participate in a regular employee evaluation process per Human Resources guidelines. Provide effective means for continuing education and training for department employees. Support diversity, equity and inclusion in the workplace.

Directly supervises all management positions within APRC. Indirectly is responsible for the supervision of all APRC employees.

Develop Positive Community Relations

Establish and maintain cooperative working relationships with other agencies, organizations, the public, City departments and the City Council. Communicate the goals of APRC Board of Commissioners and help to create community support for APRC. Serve as a responsible spokesperson for media and public relations purposes. Communicate and support the unique position of APRC in the City structure as defined in the City Charter. Encourage community involvement and ensure Commissioners are kept abreast of public input and trends. Manage public involvement in a positive, respectful manner.

Planning and Research

Work directly with the Board of Commissioners to establish and prioritize short-term and long-term goals. Incorporate strategic planning to achieve goals. Recognize patrons of the system and identify their changing needs. Assist Board of Commissioners in determining when patron requests can and cannot be implemented based on finances, resources, staff time and greatest good for the greatest number. Direct research, writing and administration of grants.

Collaborate with City departments to leverage park and recreation infrastructure with City infrastructure to achieve multiple community benefits through integrated planning.

Continue Professional Attributes and Growth

Attend professional meetings and workshops. Represent APRC in a positive and professional manner. Remain open to new ideas.

Vision and Future Planning

Recognize the essential role of parks and recreation in community livability, sustainability and resilience.

Maintain an awareness of changing environmental and community trends to keep APRC positioned as a leader in climate action, healthy forests, wildlife preservation, clean water and other ecological values.

AUXILIARY JOB FUNCTIONS:



JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Requires a bachelor's degree at a minimum in parks and recreation administration or in a related field and five years of progressively responsible experience within the parks and recreation field or a related field. Must have direct experience working with boards or commissions. Must have experience or a combination of experience and training that demonstrates the knowledge, skills and abilities needed to perform the duties of the position.

SPECIAL REQUIREMENTS/LICENSES: Must have the ability to work directly with an elected, policy-making Board of Commissioners and implement the policies that are established. Requires management skills to provide leadership for the overall planning, coordination, development, operation and administration of a parks and recreation system. Requires strong working knowledge of financial and personnel practices. Must have the ability to develop and maintain working relationships with other agencies, organizations and the general public and to foster positive public relations within the community.

SUPERVISORY RESPONSIBILITIES:

Directly supervises all management positions within APRC. Indirectly is responsible for the supervision of all APRC employees.

SUPERVISION RECEIVED:

Reports directly to the Ashland Parks and Recreation Commission Board of Commissioners. Commissioner Chair to prepare the agenda and information related to Commissioners' meetings collaboratively with Park Director. Works with the Board of Commissioners to initiate and develop policies for approval. Keeps the Board of Commissioners informed on the status of projects, activities, programs, issues and financial operations.

DESIRABLE REQUIREMENTS:

PHYSICAL DEMANDS OF POSITION:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(1) Mobility: frequent sitting for long periods of time; occasional bending, stooping, kneeling, and crawling. (2) Lifting: frequently up to 10 pounds; occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent use of keyboard; frequent repetitive motion; frequent writing; occasional grasping, pushing, pulling, reaching and turning. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Other: occasional work in confined spaces.



WORKING CONDITIONS:

The work environment characteristics described here represent those typical employees encounter while performing this classification's essential functions. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

Work is performed in a typical office environment with moderate noise. Work occasionally occurs in an outdoor environment with potential exposure to inclement weather conditions and may require travel to and from various job sites.

Attendance at various meetings is required. Employee must be able to work evening and weekend hours as needed. Employee is encouraged to live within a 30-minute drive of park headquarters and ideally within Ashland City limits.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK WHICH MAY BE SIMILAR, RELATED TO, OR LOGICAL ASSIGNMENT TO THE POSITION.

PARKS & RECREATION DIRECTOR APPROVAL _____ DATE _____



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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Deputy Director

DATE: June 29, 2023

SUBJECT: Lookahead Review and Direction (Direction to Staff)

The latest lookahead is being provided for Commissioners to review and provide direction to staff.

Attachment
June 29, 2023 Lookahead

Ashland Parks and Recreation Commission Lookahead

Updated on 6/29/2023

	APRC Subcommittees		
	Ashland Senior Advisory Committee - July 10 (Zoom 3:30pm)		Superintendent Glatt
	Ashland Japanese Garden Advisory Subcommittee - TBD (Lithia Cabin 10:30a.m.)		Deputy Director Dials
	Bee City USA Subcommittee - TBD		Nature Center Manager VanWyhe
	Current Parks, Conservation, and Maintenance Subcommittee - TBD		Deputy Director Dials
	Golf Course Subcommittee - TBD		Deputy Director Dials
	Long Range Planning Subcommittee - TBD		Deputy Director Dials
	Recreation Division Advisory Committee - TBD		Deputy Director Dials
	Trails Master Plan Review Subcommittee - TBD (Lithia Cabin TBD)		Deputy Director Dials
	AD HOC Parks & Open Space Map Update Subcommittee - TBD (Lithia Cabin TBD)		Deputy Director Dials
	Council Business / Budget Meetings		
TBD	Tuttle Property Approval		
	Parking Lot Topics		
	Lithia Hillside/Glenview Trail Proposal Public Input		Deputy Director Dials
	Mission, Vision and Values Report (GOAL: Master Plan)		Manager Flora
	Butler Perozzi Fountain Fundraising Update		Deputy Director Dials
	Long Term Maintenance Reduction Policy (GOAL: Previous BN Goal Completion)		Deputy Director Dials
	Wildfire Mitigation Policy (GOAL: Previous BN Goal Completion)		Deputy Director Dials
			Deputy Director Dials
	Annual Reports		
	Ashland Parks Foundation Annual Report (November)		APF President
	Standard Memorial Report (December)		Director Black
	Volunteers in Parks Report (January/December)		Coordinator Shelton