

IMPORTANT: Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.



AGENDA
ASHLAND PARKS & RECREATION COMMISSION
Recreation Division Advisory Committee (R-DAC)
December 14, 2023; 4-5:30pm
In-person Meeting at 340 S. Pioneer St. Ashland, OR 97520

4:00 p.m.

CALL TO ORDER

APPROVAL OF MINUTES

- Minutes from October 19, 2023 Meeting

PUBLIC PARTICIPATION

- Open Forum

BUSINESS

- General Recreation Updates (Dials, Flora)
- Management Advisory Committee and Advisory Committee Policy Update (Dials)
- Review of Subcommittee Input Exercise on Recreation Division Services (All)
- Action Items and Working Group Discussion (All)
- Other items from Committee Members (All)

Next Meeting TBA

ADJOURNMENT by 5:30 p.m.

MINUTES-DRAFT
ASHLAND PARKS & RECREATION COMMISSION
Recreation Division Advisory Committee (RDAC)
October 19, 2023, 4:00 p.m.

In-person meeting at Lithia Cabin 340 S. Pioneer St. Ashland, OR 97520

Present: Committee Members: Commissioner Lewis, Members Grimm and Buck

APRC Staff: Deputy Director Dials, Interim Director Eldridge

Members of Public: Sophia Blanton (potential committee Member), Michael Dotson

Absent: Commissioner Bachman, Recreation Manager Flora

CALL TO ORDER

Grimm called the meeting to order at 4:03 p.m.

APPROVAL OF MINUTES

Buck moved for approval of the August 17, 2023, RDAC minutes. Lewis seconded. All in favor.

PUBLIC PARTICIPATION

None

BUSINESS

General Recreation Updates

Dials briefly updated the committee on Ice Rink season, Winter/Spring Program Guide schedule, Smart Rec registration program implementation, Japanese Garden Event, Pool Liner, Management Advisory Committees (MAC) update, Volunteer in Parks program and the Nature Center.

Committee Member Input on Recreation Division Services

Dials lead the RDAC committee and members of the public in an exercise to gather input on the Recreation Services Division.

1. If APCR was to advertise a Request for Proposal (RFP) for services at the Nature Center, what ideas would you want to make sure to include in the RFP?
 - a. What are some ideal partnerships? b. What role would APCR play? c. Is City doing anything that could be combined? CEAP goals? Sustainability? Water Conservation. Sustainability Coordinator. Sustainability Center. (etc)
2. In your opinion, what are the most important services that the Recreation Division provides? a. Are there service gaps that should be addressed? If yes, what?
3. What could the Rec. Division stop doing?
4. What are additional partnerships that could save \$\$ and time in that could be ideal to fit within the Recreation Division?
5. What do you think is the future of the Recreation Division? What are the high-level goals?

The committee discussed and answered each question and notes were taken on each of the items.

At the end of the exercise, some of the comments from the committee for next steps included:

1. Be more action oriented.
2. **Create working groups** and accelerate our movement with RDAC.

Appointment of Sophia Blanton to RDAC Committee

Appointment of Sophia Blanton to RDAC Committee Jim Lewis, moved to Approved. Sophia Blanton

Other Items from Committee Members

A request from RDAC to include a quick presentation on the APRC Organizational Chart at the meeting in December.
Discuss potential for working groups to assist staff with goals.

ADJOURNMENT

The meeting adjourned at 5:27p.m. Next meeting will be December 14 at 4pm.

Respectfully Submitted,
Rachel Dials
APRC

Q & A:

1. If APRC advertised a request for proposal (RFP) for services at the Nature Center, what ideas would you want to include?

RDAC:

- Nature & Conservation-related programs for all ages
- Environmental Education youth programs

STAFF:

- Mission statement for Nature Center?
- Environmental Education (youth programming up to age 13 to include: gardening & birding classes)
- Connecting kids to “place”—science, nature journaling
- Ask community— POV or survey
- Goals/vision of NMP & Nature Center
- Land Management/sustainability
- Equity/access— same level of community use % as part of RFP
- Recommendations should come from staff
- Nature Center was anchor (already doing this)

Concerns

- Long term funding of organizations
- Goals/visions of other groups
- Subsidization of environmental education programs (school district?)
- Single use funds?
 - stable source of funding
 - foundation
- Staff-driven decision making
- What are current YAL (Youth Activity Levy) funds used for?
- Meeting of commission and staff/group education?

To Do

- Program—scaled back version?
Scenarios/staffing resources
- Rebuild relationships, TRUST, acknowledgment

Q & A:

A) What are some (financial or community) ideal partnerships?

RDAC:

- Hiking/biking groups (DEVO/ RVTD)
- KBO (Klamath Bird Observatory)
- Willow Witt Environmental Education
- Audubon Society
- Songbirds (RWM)
- Homeschool, private/charter and public schools
- Oregon Caregiver Association
- YMCA
- SOESD (Southern Oregon Education Service District)
- SOCAN (Southern Oregon Climate Action Now)
- Ashland Climate Collaborative
- Talent Maker City
- Oregon Outdoor School Network
- Vesper Meadow
- Beaver Project
- Science Works!
- Jackson County Master Gardeners
- Pollinator Project Rogue Valley
- Peregrine Project
- Ashland Food Co-Op
- Youth/adults with special needs
- Mental health non-profits
- Recovery & Addiction groups
- Boys & Girls Club
- Rogue Valley Farm 2 School
- Mountain Meadows
- Landscaping organizations
- Connections with indigenous groups & culture
- SOU
- Environmental Education Program
- Teacher programs

STAFF:

- SOU
 - Master in education/environmental studies?
 - Staffing/interns
 - Nexau (SP??) Projects & Site
 - Environmental program returning in 2yrs
- OSU Extension
 - Community Education
 - Forestry, gardening/Master Gardeners
 - Plant clinics
 - Bee/Pollinators Clinics
- Ashland Schools Foundation
- Ashland Library

Q & A:

B) What role would APRC play? OR what could we provide?

RDAC:

- Offering education curriculum
- Facility oversight/contract of oversight
- Marketing
- Office Space

STAFF:

- Site
- Nature Center building/programming
- Office space
- Curriculum/materials
- Staff/equipment-would we manage contact?
- Nature play
- Bear Creek/ballfields
- How much presence/control/responsibility?
- Contract management-staff time
- What can Foundation funds be used for?

C) Is the City doing anything that could be considered or consolidated?

RDAC:

- Water Conservation Division & Public Works
- CEAP (Climate Energy Action Plan) connection to City Goals-Chad Woodward (city staff)
- CERT Program-Emergency training/first aid

STAFF:

- Conservation Division

Q & A:

2. In your opinion, what are the most important services the rec division provides?

RDAC:	STAFF:
<ul style="list-style-type: none"> • Coordinating & Scheduling classes-i.e., community pool, ice rink, grove gym, senior services, etc. • AWMF (Ashland World Music Fest) • 4th Run • Play Guide • Scheduling Park Space Usage • Volunteer in Parks (VIP) Program • Park Info-Trails & Maps • Bike Swap Event and Program • Bear Creek Salmon Festival • Bird Day • Nature Education at NMP 	<ul style="list-style-type: none"> • Ice rink • Community pool • Bridge between community and park facilities <ul style="list-style-type: none"> -Access -Experience • Environmental Education for youth (K-2nd & 3rd-5th, funding?) • Service learning—tools & labor <ul style="list-style-type: none"> -College & HS students • Curriculum for teachers/older kids • Connecting to the community/marketing & social media <p><i>What funds do we have available?</i></p> <p><i>Scale of program?</i></p>

A) Are there service gaps that could be addressed?

RDAC:	STAFF:
<ul style="list-style-type: none"> • Internet in city parks • Staffing in Rec Division (doors not open) • Year-round swimming for public • Security in parks • Signage/support for public ordinances i.e., leashing dogs, picking up poop, etc. • Events in Lithia Park • Community art/music/first aid classes 	<ul style="list-style-type: none"> • Staffing at Nature Center—what would a full-time staff there look like? • Environmental Education—2,000 students per year • Customer service • Classroom space • Marketing <ul style="list-style-type: none"> -Celebrate our wins -Staff highlights

Q & A:

3. What could the Recreation Department STOP doing?

RDAC:

- Picking up “pet projects” from the City
- Golf
- Pioneer Hall & Community Center up and running but with proper resources.
- Should Pioneer Hall be a Recreation Division responsibility? (not helpful w/o funding or resources)

STAFF:

- Program guide—what is the marketing budget?
- Metrics?
- “Spinning our wheels” on “low yield” programs
- DO: add access & development criteria for continuing short/long term goals for enrollment
- Most important needs: Organization-wide marketing/PR staff
-

Q & A:

4. What are additional partnerships that could save money and time that would be an ideal fit within the Recreation Division?

RDAC:

- Private partnership for Golf Course
- TC Chevy
- Ashland Recology
- Hike & Play groups
- Ashland Chamber
- SOU Outdoor Leadership program
- Oregon Shakespeare Festival
- Ashland restaurants-Skout

STAFF:

- Jackson County Library services
- Guide: Can we combine something with utilities/City/City News?
- Newsletter instead of guide?
- Digital & paper copies
- Decrease amount of program guide seasons OR decrease page count
- Partner with Sneak Preview locals guide
- Static Info—Parks & Rec Guide
- More content & articles in guide
- News print program guide
 - Available in key places
 - Hype on social media
- Research program-SOU (source-save long-term money)
 - Mail vs. online
 - Develop a survey
 - Data & facts
- Open Government-Training/emails
- Pay for parking (cost-Rec/Amilia)

Q & A:

5. What do you think is the future of the Recreation Division?

RDAC:

- Expanding class offerings
- MORE
 - going outdoors & recreating
 - connecting people
- Adaptive Programming
- User-friendly access to offerings
- Age diverse programs
- Adequate staffing for services provided
- Partnerships to lower costs of services to community
- Diversity of participation in programs and services
- Equity—> access to programs and services.

STAFF:

- Events—J. Gordon Volunteer Program
- Recreation Assistant
- Full time employees (33.75hrs)
- Public Services Contract—marketing/grants
 - Reorganize PR/messaging
- Public facing
- Make space for figuring out Rec Division future
- Smart Rec software/efficiency
- Exec Assistant help with Marketing?
- Connect people to each other & place (NMP)
- Creating advocates—Marketing
 - Some programming
 - Community building
 - Japanese Garden
- Short term—Focus/biggest priorities
- Long term
- Big Picture
- BEWARE of commercialization of parks
- Broad based programming/events
 - Beware of limited staff time & money
 - Lean into strengths
- Choose your own adventure
- Volunteer programs
- Nature Center
- Gym/Grove
- Rink/DM Pool
- Bear Creek Salmon Festival & Events
- Music ^^partnerships/sponsorships^^
- Bandshell



**Ashland Parks and
Recreation Commission**

COMMISSION POLICY

TITLE ADVISORY COMMITTEES AND MANAGEMENT ADVISORY COMMITTEES	POLICY No. CP.2023.10.25
EFFECTIVE DATE 11/8/2023	REVISED DATE

**ADVISORY COMMITTEES AND
MANAGEMENT ADVISORY COMMITTEES POLICY**

The Charter of the City of Ashland, **Article XIX – “Park Commission,”** gives the Ashland Parks and Recreation Commissioners the *“power to formulate and adopt rules and regulations for their government.”* This authority allows Commissioners to adopt rules and policies through the public process in order to provide organization, aide in decision making and to provide regulation for park and facility uses in order to achieve the goals of the APRC and protect people, the environment and assets and to ensure fair and equal use of parks by all users.

- I. **PURPOSE:** To update and consolidate policies, procedures, and guidance as it relates to Advisory Committees and create Management Advisory Committees.

- II. **Procedure and Guidance**
 Advisory committees to the Ashland Parks and Recreation Commission and the APRC Board of Commissioners include the following:
 - A. Each advisory committee shall serve solely as an advisory body whose actions or recommendations shall not be considered as APRC policy or the establishing of APRC policy or as final decisions of APRC and are therefore not subject to administrative or judicial appeal. Each advisory committee will provide service that does not conflict with the functioning of APRC, other City departments or other government agency and shall have no executive or administrative powers or civil rights investigatory or enforcement authority. Attendance at an orientation or training session for standing advisory committee members, when offered, is required before they are permitted to further exercise voting rights at committee meetings. The Parks Director or designee will provide at least an annual orientation or training session update to all standing advisory committees and will be responsible for assigning APRC staff support for the work of the advisory committees. Except as otherwise expressly stated, standing advisory committees shall observe policies and meeting and conduct rules consistent with those set forth for commissions and boards in AMC 2.10, Uniform Policies and Operating Procedures for Advisory Commissions and Boards, including its meeting and attendance, and code of ethics provisions.

 - B. Advisory committee members shall serve as individuals exercising their own best judgement and not as delegates for their respective organization or groups. Committees

and their members are not official representatives of the APRC or the City of Ashland and may not present their committees recommendations or their personal opinions or points of view as representative of APRC policy or operational perspectives. Prior to speaking publicly on behalf of their respective advisory committee, members must secure the permission of their committee to represent the activities or recommendations of their committee.

- C. A quorum of each standing advisory committee shall consist of more than one-half($\frac{1}{2}$) of the total number of its current APRC Board of Commissioners-confirmed voting members, but in no case fewer than three (3) members. Appointed voting members of a standing advisory committee may not name a substitute or alternate member to attend a meeting of their advisory committee on their behalf. Nonvoting ex-officio members, staff, and liaisons do not count toward the quorum. Appointed voting and alternate members of a standing advisory committee need not be physically present at a meeting if another means of attendance (e.g., telephonic, internet, etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions may require the affirmative vote of at least two-thirds of the members present. A voting member of a standing advisory committee should provide at least a 48-hour notice to both their committee's chairperson and the Parks Director appointed ex-officio committee staff support member regarding any planned absence from a scheduled meeting of the advisory committee. In the event of an unexpected or emergency absence, the member should notify their advisory committee's chairperson, or the appointed staff support individual within a reasonable time in advance of the meeting. If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting.
- D. Standing advisory committees may request voluntary testimony but may not compel an individual or organization to appear before it or respond to questions.
- E. Advisory bodies may consult with other APRC or city advisory committees on matters of mutual interest in the course of developing recommendations to bring to the APRC Board of Commissioners. It will be the responsibility of advisory committee chairpersons to work or meet informally as needed to coordinate the activities or coordination of matters between their committee and other advisory committees.
- F. Standing advisory committee members (voting, alternative and non-City staff ex-officio) will be appointed by the APRC Chair with the consent of the APRC Board of Commissioners. APRC confirmed standing advisory committee appointments shall have three (3) year terms. All regular terms commence with appointment and shall expire on June 30 of the third year. In the case that a new committee member is appointed to fill the remainder of a recently vacated voting position, the new member will be eligible for reappointment at the end of the partial term they are completing. The Parks Director will appoint all ex-officio APRC staff support committee members which shall not have a vote on advisory committee matters.
- G. Standing advisory committees shall be governed by AMC 2.10 - Uniform Policies and Operating Procedures for Advisory Commission and Boards. Standing advisory committees will be reviewed by the APRC Board of Commissioners

approximately every three years as to their assigned responsibilities, level of effectiveness and the need for their continued role and existence.

- H. In keeping with the diversity, equity, and inclusion goals of APRC, efforts will be made to ensure that information regarding standing advisory committee vacancies and the application process is readily available and advisory committees are made up of residents that represent the diverse populations within the City. All committees shall assist APRC in ensuring that city programs related to the charge of the committee are equitable for all community members, including low-income, young people, persons of color, the elderly, and those living with disabilities. Standing advisory committees may have up to two additional non-voting, ex-officio student/youth members who are of high school or college age (see also Section I below).
- I. Unless otherwise stipulated below, voting and alternate standing advisory committee members will be comprised of individuals who reside within the City except one (1) member from each advisory committee may be an at-large member living within the City's urban growth boundary. Unless otherwise provided, all nonvoting ex-officio members are not required to be residents within the City or the urban growth boundary. Voting and alternate members must be over eighteen (18) years of age.
- J. All standing advisory committees serve at the pleasure of the APRC Board of Commissioners and shall deliver to the Commissioners an annual report on their activities and accomplishments in the preceding year and provide to the Commissioners for its approval the priorities and workplan for the succeeding year. Standing advisory committees are expected to work with and advise APRC staff to ensure their committee recommendations are aligned with APRC priorities and can be implemented within APRC resources and legal authority.
- K. Informal Working Groups composed of less than a quorum of voting committee members may be formed by Advisory Committees. Working groups report back to the assigned committee and do not make formal recommendations on behalf of any committee.
- L. Members are expected to attend meetings regularly. Members shall notify chair of the Advisory Committee and APRC staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member may be released from their term at any time by the APRC chairperson in consultation with the Parks Director for excessive absences, ethics and/or code of conduct violations.

III. Standing Advisory Committees

Standing Advisory Committees to the APRC Commissioners are established and responsible for the purposes indicated in the following:

A. The Recreation Division Advisory Committee (RDAC)

RDAC's purpose is to advise the APRC on matters related to the Recreation Division programs and services and to coordinate with the APRC Director and the Deputy Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

The RDAC membership shall be composed of up to nine (9) voting members, as follows:

1. Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category.
2. Two (2) Ashland Parks and Recreation Commissioners

B. The Ashland Senior Advisory Committee (ASAC)

ASAC's purpose is to advise the APRC on matters related to the Senior Services Division and to coordinate with the APRC Director and the Senior Services Superintendent on matters related to the general operations, quality, promotion and programming of the Senior Services Division. The Committee may also advocate for senior needs in City policies, with partner agencies and within other contexts.

The ASAC membership shall be composed of up to nine (9) voting members, as follows:

1. Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category.
2. One (1) Ashland Parks and Recreation Commissioner
3. One (1) City Councilor

ASAC members are appointed by the APRC chairperson, with the exception of the City Councilor, who is appointed by the mayor.

C. Ashland Trails Advisory Committee (ATAC)

DRAFT: ATAC's purpose is to advise the APRC on alterations or additions to the trails system whether internally proposed or proposed by an outside entity. This committee is charged to review and recommend changes to the Trails Master Plan on an as-needed basis.

The ATAC's membership shall be composed of up to nine (9) voting members, as follows:

1. Two (2) community members from the Hiking Community
2. Two (2) community members from the Mountain Biking Community
3. Two (2) Ashland Parks and Recreation Commissioners
4. Two (2) Ashland Forest Lands MAC members
5. One (1) Ashland City Council Liaison

ATAC shall be responsible for assisting APRC in the following:

1. Describe a system of trails for pedestrians and non-motorized vehicles on public lands and privately granted easements.
2. Increase trail connectivity between Ashland's neighborhoods and its varied environments, including downtown, commercial, educational, and surrounding rural areas.
3. Enhance Ashland's quality of life through improved recreation, health, and transportation opportunities.
4. Establish appropriate trail standards based on approved uses, site opportunities, and constraints.

IV. Management Advisory Committees (MAC)

Management Advisory Committees may be established to serve at the request of the APRC Director to provide technical advice, and community support and input that can assist in preparing recommendations to enhance APRC operations or program implementation or for

APRC Board of Commissioner consideration. MACs are generally intended to be project or program specific but can meet as often and as long as necessary to meet their requested role or functions. Some MACs may meet only occasionally when requested, while others may meet regularly or semi-regularly over extended periods of time per the role assignment or needed term for their assistance. Membership on MACs will be established based on the type of advice sought and availability of potential qualified participants, urgency of issue or program being addressed, timeframe for the committee's role/participation, availability of APRC staff support resources, and/or other circumstances or considerations affecting the ability for effective MAC role participation. The rules of procedure, if necessary, for each MAC will also be established by the APRC Director at the time of the corresponding MAC's establishment. The APRC Board of Commissioners may refer issues or tasks to consideration by a MAC by vote of Commission or request to the APRC Director. MACs may include project or program topics related, but not limited to the following:

1. Ashland Japanese Garden
2. Bee City USA
2. Current Parks, Conservation, and Maintenance
4. Oak Knoll Golf Course

V. Commissioner Liaison Appointment Process

The Chair of the Commissioners, with the consent of a majority of the Commissioners, shall appoint the membership of APRC committees.

Approved: _____ Date: _____
Rick Landt, APRC Chair

Approved, as to form: _____ Date: _____
City Attorney