

**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 and 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. APRC 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: Bachman 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 Bachman 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) APRC Special Meeting —July 5, 2023 at Council Chambers—6 p.m.
- c) Ashland Senior Advisory Committee—July 10, 2023 via Zoom
- d) APRC Regular Business Meeting—July 12, 2023 - Canceled

IX. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

Respectfully Submitted
Tara Kiewel, Administrative Analyst