

City of Ashland  
PARKS AND RECREATION COMMISSION  
Regular Meeting  
Minutes  
April 24, 2017

**Present:** Commissioners Gardiner, Heller, Landt, Lewis; Director Black; Superintendent Dials; Interim Superintendent McFarland; Executive Assistant Dyssegard; Assistant Manuel

**Absent:** Commissioner Miller; City Council Liaison Mayor Stromberg

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 7:00 p.m. at Council Chambers, 1175 E. Main Street.

**APPROVAL OR ACKNOWLEDGEMENT OF MINUTES**

Signs, Plaques, Memorials Subcommittee—March 14, 2017

The Minutes were acknowledged by the Commissioners.

Study Session—March 20, 2017

**Motion:** Landt moved to approve the Minutes for March 20, 2017, as presented. Miller seconded.

The vote was all yes.

Lithia Park Master Plan Subcommittee—March 21, 2017

The Minutes were acknowledged by the Commissioners.

Trails Master Plan Update Committee—March 24, 2017

The Minutes were acknowledged by the Commissioners.

Regular Meeting—March 27, 2017

**Motion:** Landt moved to approve the Minutes of March 27, 2017 as amended. Lewis seconded.

The vote was all yes.

*Page 5 Paragraph 9:* **Motion:** Landt moved to approve the Ashland Little League request for sponsorship banners during the 2017 season as set, with the approval renewed every five years.

*Should be:* **Motion:** Landt moved to approve the Ashland Little League request for sponsorship banners during the 2017 season as set, with the request reviewed every five years.

**PUBLIC PARTICIPATION**

- *Open Forum*

There was none.

## UNFINISHED BUSINESS

There was none.

## ADDITIONS OR DELETIONS TO THE AGENDA

Agenda item VII **Subcommittee and Staff Reports** was placed in order after the IPM Policy review.

## NEW BUSINESS

### *a. Annual IPM Policy Review (Action)*

McFarland introduced the IPM (Integrated Pest Management) Policy Annual Report, noting that there were staff members present who would share snapshots of the implementation of the Policy – with highlights of its successes and challenges.

McFarland presented a long list of pesticide-free APRC properties. Only three areas have been designated exempt or partially exempt from the Policy out of the 767 acres of parklands, trails and open space managed by APRC. Exempted properties include the North Entry medians (.04 acre), North Mountain Park infields (1.03 acres), and the tees and greens of Oak Knoll Golf Course (approximately .86 acre). Each of the three exemptions authorize applications of pesticides and herbicides as prescribed in the IPM.

McFarland detailed actions that deter or decrease the growth of weeds in the City's parklands, trails and open spaces. The list is called the Vegetation Management Toolbox:

1. Mowing and Irrigation
2. Fertilization, aeration, top-dressing and reseedling
3. Mechanical control (weed pulling and trimming)
4. Use of neonicotinoid-free plants when planting
5. Mulching (hundreds of yards of mulching occurs annually)
6. Geo-technical solutions such as fabric for steep slopes (as protection against soil erosion)
7. Minimal herbicide use in careful applications

McFarland explained that the majority of the work done to combat weed infestation is undertaken by volunteers and staff who weed by hand. In 2016, 5,929 volunteers participated in ground maintenance, with hand weeding representing approximately 70% of the maintenance undertaken. This represents a substantial increase in volunteer labor – up from 4,800 volunteers in 2015. Work parties also contributed, with 47 groups of volunteers participating.

Approximately 800 yards of mulch is used as a weed abatement tool, with most of the mulch produced in-house. Mulch purchased from arborists is limited due to the costs per yard – estimated at an annual cost of up to \$15,000. Concrete barriers are poured where appropriate. Examples include concrete floors under bleachers, curbs against fence lines and more. There is even a small amount of artificial turf – all innovative ways to combat weeds without using harmful chemicals.

**Joe Hyde** – Park Technician II from the Lithia Park, Western Division was called forward.

Hyde highlighted areas in Lithia Park that are spray-free while noting that the North Entryway is an exempt area that is spot-sprayed when conditions are right. He stated that the Park has been pesticide/herbicide free for approximately six (6) years.

Hyde explained the rationale for tree rings, indicating that trees are ringed when planted to protect the tree and tree roots from damage. Chips and dirt are added inside the ringed area for moisture control. Organic herbicides have been used to deter weeds from growing within the rings with limited success. Hyde also reviewed some of the experimental treatments, stating that organics were discontinued for a period of time due to inferior results. He explained that when organics are used, treatments are topical – standing weeds are burned without damaging the root system; therefore, they continue to grow back. Staff discovered that the size of tree rings matters – if too large, water can collect and promote root rot and if too small, there's a danger that a weedwacker could damage the tree's bark.

Hyde expressed appreciation for his employment with APRC and thanked the Commissioners for their attention.

**Rob Parks** – Park Technician I from the Western / City Landscapes Division was called forward. McFarland noted that he was one of two certified pesticide applicators for APRC.

Parks described the rigorous education necessary to become a certified pesticide applicator in the State of Oregon. Regulations include proper noticing, both before and after a spray event. Conditions must meet the criteria for safe spraying – including weather temperature, wind and wind drift, timing and pollinator safety. Parks explained that no mechanical applicators are used - small amounts of herbicide are sprayed on weeds individually.

Parks stated that the North Entry Median is the most challenging because of the high traffic volume and wind drift created. Care must also be taken to spray early before pollinators are out and at times when weeds are in the early stages of growth. He explained that the strength of the herbicide/pesticide is calculated specifically and pressure in the tank is adjusted for efficiency. Parks indicated that the optimal times for the spray program are early spring and late fall.

#### Commissioner Discussion

In response to a question by Gardiner, Parks stated that no spraying has been conducted this year at the North Entry Median, due to inclement weather conditions. As a result, weeds there have been removed with weedwackers. In response to a question by Landt, Parks emphasized that the median is not sprayed in totality; rather, each weed is sprayed individually. In addition, if there is a possibility that spray could damage valuable plants nearby, weeds are handled differently – without herbicide treatment.

Landt replied that dense evergreen plants and shrubs can provide a suitable alternative. Parks agreed, commenting that ground covers shield the sun, inhibiting growth of weeds. Such plantings provide an alternative to more labor-intensive measures such as weeding by hand.

**Wes Casale** - Parks Technician II, of the Eastern Division was called forward.

Casale spoke about maintenance for the sports fields – highlighting the six (6) infields and twelve (12) bullpens within the system. Most of the fields are located at North Mountain Park and Hunter Park. He explained that the fields are sand-based; consequently, the fields are irrigated more often. Weeds are prevalent, resulting in more aggressive efforts needed for keeping the fields weed-free and level.

Field borders are edged with tracts called “warning tracks” for safety reasons. These tracks are not treated with pesticides/herbicides.

Lewis asked about using volunteers to weed the tracks. Casale replied that volunteers do step forward, with APRC providing tools and training. He said that lack of shade in the summer and intimidation due to the acreage involved tended to limit participation. He stated that propane burns have been conducted where appropriate, but treatment continues to be ongoing because of the topical nature of treatments.

**Laura Harvey** - Parks Technician III and Golf Course Maintenance Supervisor at Oak Knoll Golf Course was called forward.

Harvey presented information about grounds maintenance at the Oak Knoll Golf Course – particularly maintenance of the cart paths. She stated that the path is approximately 2.4 miles long and 6 ft. wide. Weeds are prevalent, coming up through the decomposed granite base. Harvey discussed the challenges of keeping the paths, tees and greens in top condition

Harvey stated that hiring a crew to groom the paths would cost approximately \$8,000 annually. There are safety and personnel issues as well, such as the presence of a maintenance crew on the Golf Course while golfers are active on the Course and lack of staffing dedicated to grounds maintenance. Harvey stated that herbicide spraying of the cart paths would be helpful as a means of eradicating weeds and preventing them from returning.

In response to a question by Landt, Harvey stated that both weeds and unwanted grasses contributed to conditions on the Course. She noted that spur weeds are plentiful, a broadleaf weed that is new to greens and moss. McFarland added that there are approximately 2.47 acres of cart path to maintain.

**Lonny Flora** - Golf Course Manager was called forward.

Flora noted that the condition of the Golf Course impacts membership growth. He stated that weeds affect the playability of the Course and are reflected in the 1,200-round decline for 2016 - from 2015. Flora indicated that members are generally supportive of the grounds crew but agree with the Oak Knoll Men’s Club, which wrote a letter of concern to APRC about the conditions of greens and tees at Oak Knoll. The Men’s Club advocated for the use of herbicides in those areas, stating that the quality of the Course grounds is an obstacle to increased memberships and revenue growth for APRC.

Heller stated that to his knowledge, the greens and tees are exempt from the no-herbicide rules. He asked for additional details about herbicide/pesticide applications at the Golf Course. Flora replied that lack of staff was the more pressing issue – as there are too few staff members to complete Course treatments.

Heller inquired about the decline in rounds played, noting that in 2015 there were many days when the air quality was down. Black acknowledged that there were a number of variables involved that could be quantified, but that the most telling number was the uptick in complaints about the condition of the course. Black noted that the APRC was implementing a process for improving the playability of the course, beginning with the cart paths. The process is a series of steps to improve the attractiveness of the Course, beginning with graveled cart paths. The paths will encourage use and increased use should result in extra revenue that could be used to pave the cart paths.

Black went on to explain that it became unexpectedly difficult to keep weeds from proliferating in the cart paths in spite of the accepted practices for doing so. An exceptionally wet winter exacerbated the issue.

- ***APRC Pesticide/Herbicide Data***

McFarland noted that no organics were used during 2016. Instead, .75 ounces of glyphosate was used in the exempt areas - approximately ½ gallon. In 2015, 130 ounces or 1 gallon was used. No wasp spray was used in 2016, while .48 ounces were used in 2015.

#### Commissioner Discussion

Landt asked about the type of wasp spray used and whether the spray was a synthetic product.

There followed further discussion about the properties that are exempt and other areas owned by the City but maintained by APRC. Black noted a difference between IPM policies adopted by APRC and those followed by the City. He indicated that APRC follows the protocols listed in the IPM while there are areas that the City chooses to spray rather than follow the labor-intensive practices outlined in the IPM.

Areas where artificial turf has been proposed were also discussed. Black intimated that public feedback was divided on the issue and there were no definitive tests indicating that the benefits outweigh the concerns related to the use of artificial turf.

Discussion also focused on the total herbicide and wasp spray use for the Golf Course. McFarland noted that herbicide treatments were at 37.5 ounces for 2016, down from 58.72 ounces used in 2015. Total wasp spray for 2016 was at 168 ounces while only 24 ounces were used the previous year.

McFarland reported that Burnout II and Worry-Free organics were used to combat weeds with limited effectiveness and increased cost. Test spots at the Dog Park continue to be utilized as new products become available. There followed discussion regarding the pros and cons of using acidic organics like vinegar rather than cloves. Staff expressed concerns about using vinegar because of its effect on the PH of the soil. Landt suggested a glacial acidic or soap and vinegar as alternatives. McFarland agreed to establish additional test plots for further research.

McFarland highlighted the emphasis on safe practices, noting that APRC ensures that volunteers are properly trained and supported. He noted that signs also help APRC educate the public about the IPM. He stated that every resource is considered in the battle against weed infestation.

McFarland requested approval for renewal of the current exemptions and an added exemption to spray for weeds and grass on the Oak Knoll Golf Course cart paths.

Landt relayed that the current IPM policy exempts the Golf Course as a whole from the restrictions imposed in the Policy. He quoted the Policy as follows: "Authorize staff to replace synthetic pesticides in all Parks with organic products with the exception of Oak Knoll Golf Course and poison oak in the summer months." He encouraged staff to do what was needed at the Course to keep the grounds in good condition. Landt noted that the current Policy would remain in force until such time as it is amended.

Gardiner questioned pesticide/herbicide use at the Golf Course, asking whether additional product would be used if the exemption was granted. He asked whether herbicide use would increase if staffing remained the same or whether it would be dependent upon increased staffing levels. Harvey responded affirmatively with the caveat that some spraying of the cart path would occur at current staffing levels. The use of glyphosates would improve the condition of the tees, greens and a portion of the cart path depending upon staffing constraints.

Black noted that plans were underway to address personnel issues at the Golf Course. He stated that the budget for the upcoming biennium would include additional help from temporary workers. In addition, people from elsewhere in APRC could be routed to the Golf Course for special circumstances such as aerating the greens. Landt addressed the Vegetation Management Toolbox, suggesting that managing PH levels should be added to the list. He advised that while neonicotinoids are occasionally used in specified areas, they are not used as a vegetation management tool. Rather, they are used for weed abatement. Landt commented that the Policy seems to indicate that neonicotinoids are used everywhere as a last resort, when in fact they are used in a few very specifically exempted places. He noted a need to integrate policy amendments into the Policy for better understanding and ease of use. He recommended that this be done when the time came for a policy review.

Heller stated that in his opinion, the use of neonicotinoids should be listed in the Vegetation Management Toolbox as a legitimate part of an integrated herbicide/pesticide management system. Gardiner noted their value as a management tool but not necessarily as a vegetation management tool.

Landt talked about a disconnect between the policy provisions for wasp management and actual practice. He stated that the Policy mandates replacement of all synthetic pesticides with organic products. Black asked for time to research the issue and develop an alternative plan for wasp control. Staff would present the findings to the Commissioners at a later date.

Lewis noted his appreciation for the presentation and commented that he would look forward to an update on the cart paths. Landt thanked the staff for the presentation, noting that no changes to the policy were necessary at this time. Black commented that the discussion acknowledged that there would be changes to ground maintenance at the Golf Course.

Gardiner stated that the annual IPM presentation was more of an informational item, with no action needed at this time. He encouraged staff to follow the recommendations made by the Commissioners.

***a. Ice Rink End-of-Season Report***

Dials noted that Lonny Flora is the Recreation Manager and he oversees the Daniel Meyer Pool, The Ashland Rotary Centennial Ice Rink and recreation programs at The Grove as well as clubhouse operations at the Oak Knoll Golf Course. Dials explained that Flora works with staff in those facilities to ensure that they are properly trained and skilled in the areas of cash handling, customer service and safety protocols. Flora recruits staff and instructors and tracks and manages budgets for each area. Flora also develops partnerships for events and programs, uncovering innovative ways to decrease costs and increase revenues.

Flora introduced the Ice Rink End-of-Season Report, highlighting the season from mid-November 2016 through February 26, 2017. The rink was closed for five hours due to melting ice with minimal impact. Over 20,000 people

visited the facility during the season. Altogether, 672 hours were dedicated to recreational skating. There were 35 school groups that made reservations along with programs such as figure skating and ice hockey.

Youth hockey hours were expanded and additional classes offered based upon skill level. USA-certified instructors taught advanced players and assisted with the development of high school teams.

Another new program called Learn to Skate USA was introduced in the 2016/2017 season. The Learn to Skate USA program is a structured curriculum supported by the US Figure Skating Association. Basic skills begin at a young age and are then stepped up incrementally. A partnership was developed to implement the program with certified trainers coming from The RRRink in Medford. This shared use resulted in increased program quality and significantly improved customer satisfaction ratings. Another facet of Learn to Skate USA is community education – an important component to increase awareness of the risks involved with skating.

The First Frost Opening Night event was successful, with approximately 300 visitors. The event was preceded by an adult hockey exhibition, ice sculpting, figure skating performances and more.

The SOAHA Adult 3-on-3 Hockey Tournament went from 4 teams to 6 teams for the 2016/2017 season. Teams from as far away as San Diego participated. The Adult Hockey Association donated \$500 on top of the fees paid for use of the rink.

Partnerships are important to the success of the programs offered at the Ice Rink. The Ashland Rotary International provides ongoing support. They are currently working on providing an operations trailer to APRC for the Ice Rink. Flora explained that the trailer would facilitate an expedited setup and reduce staff time for setup and take-down. The RRRink in Medford assists with educating staff, sharing their expertise in program scheduling and layout. The Southern Oregon Hockey Association has been supportive as well.

| <b>Attendance numbers:</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</b>                |
|----------------------------|------------------|------------------|---------------------------------|
| Recreational Skate         | 14,803 admits    | 18,462 admits    | 18,537                          |
| Figure Skating             | 19 lessons       | 27 lessons       | 18 lessons (one 6-week session) |
| Youth Hockey               | 69 drop in       | 125 drop in      | 105 drop in                     |
|                            | 15 ice bears     | 16 ice bears     | 16 ice bears                    |
| Adult Hockey               | 49 admits        | 105 admits       | 100 admits                      |
| School Groups              | 26 reservations  | 37 reservations  | 35 reservations                 |
| Expenses:                  | \$161,152        | \$184,869        | \$179,647                       |
| Revenue:                   | \$89,280         | \$117,234        | \$115,404                       |

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Most programs remained consistent in 2016/2017. Growth of the Ice Bears program was limited as it was filled to capacity. Cost recovery improved slightly from 63% in 2015 to 64% in 2016. Revenues were down slightly from

2016 but the APRC subsidy per visit was significantly decreased in 2016/2017, going from a high in 2014/2015 of \$5.46 to \$3.14 in 2016/2017.

Objectives for the 2017/2018 season included:

- Fine-tuned scheduling to ensure APRC provides the community with programs that meet expectations
- Reduction of temporary seasonal personnel
- Expansion of skating education, with instructors scheduled during recreation skate times to allow for increased interaction
- Increased community partnerships

The overarching goal would be to improve services without additional expense. It was stated that improved and expanded concessions yield increased revenues, as would the augmented use of dasher board space.

#### Commissioner Discussion

Gardiner asked about revenues for the season, noting that the proceeds decreased slightly from the previous season. Flora replied that it was most likely related to the number of total visits. Landt inquired about the accuracy of the count given new methodology for counting visitors. He likened it to comparisons of apples and oranges.

Flora emphasized the popularity of a buy one-get one free offer through the Ashland Chamber of Commerce, and a punch card offering that works from season to season.

Landt noted that data collection would become more valuable once the methodology has been stabilized. He stated that the most meaningful data for the 2016/2017 season are the cost recovery figures, the expenses and revenues.

Heller asked about charges for those with skates of their own. Flora replied that those skaters are identified by wrist bands, colored for each day of the week. The wristband signals that these participants have paid the entrance fee and are entitled to skate. Dials further explained that there are times scheduled when people can skate without a fee. Those times are typically early mornings when the rink is not yet staffed.

Lewis inquired about specific counts of recreational skaters versus participants in programs such as ice hockey and figure skating. Flora replied that that the program participants are not included in the count of recreational skaters. Lewis asked about the balance between recreational skating and programmed skating, inquiring about the flexibility to change the programming side or the recreational side if the Community favors one over the other.

Flora noted that if a program is not working, additional recreation time is advertised. He explained that the ice rink has two distinct seasons – one where recreation skating is preferred (November – December). January and February are the preferred times for programs.

Gardiner summarized the discussion, stating that standardizing the way information is collected and reported would be helpful when Commissioners evaluate performance of the Ice Rink and its programs. Black added that tracking the expenses has also changed since 2014 – with greater accuracy in the last two years. Landt noted that the number of visits also changed.

Dials acknowledged the challenge when accounting for the variables from year to year. In 2014, for example, time was lost in adjusting the ice rink's cover. The downtime that resulted affected the staffing numbers as well as visitor

count. Black reiterated that coupons and discounts affected visitor numbers as well, highlighting instead the subsequent increase in revenues.

Flora concluded that the POS (point of sale) methodology has been the same for the prior two years, as is the system for counting visitors. The change has resulted in incremental variations and increased accuracy.

***b. 2017-2019 Goals Adoption (Action)***

Black reviewed the process used for compiling goals for the next biennium. He noted that the Commissioners and administrative staff proposed potential goals, advocating for those deemed particularly important. Each potential goal was reviewed individually on the merits presented, resulting in a narrowed grouping. Commissioners were given markers in the form of colored dots with point values assigned. Two red dots representing five (5) points each and five green dots representing one point each were distributed. Commissioners "voted" by placing their dots beside goals in priority order. Goals with the highest point values (a compilation of red dots) were listed as top priorities. Lesser goals were determined based upon the number of points received.

Black stated that this method of tabulating goals seemed to work well. Those with red dots became the top three priorities. Green dots resulted in eight (8) goals with two (2) points each. Another vote was held and one of the eight goals listed was eliminated. Another goal was added to the list; the result of a last-minute review.

The top three goals:

1. Pursue the evaluation of, and funding for, a rebuild of Daniel Meyer Pool into a year-round eight-lane competitive aquatics facility.
2. Negotiate with the Ashland YMCA to rid APRC of the restrictive deed that currently governs the use of APRC's "YMCA Park."
3. Continue to consider options for APRC use of the Imperatrice property.

Goals in order of points given:

4. Work to identify at least six "dedicated" pickleball courts through various means including partnerships with Ashland School District and Southern Oregon University and/or private partnerships.
5. Plan and build a second dog park on APRC property somewhere toward the south end of Ashland. Master plan for park shop/yard areas (Lithia Park), dog parks (throughout the City) and skateboard park (find the most logical location for a skateboard master plan).
6. Restore the area of Beach Creek below pedestrian bridge.
7. Continue the process of evaluation currently underway at the Senior Center, with the goals that have been established, and work to incorporate an evaluation of the program and determine whether the program should be located in the APRC or City budget.

8. Implement/attain easement and purchase agreements on Ashland Pond property and through the few remaining private properties, with dogs excluded from the property via a wildlife preserve designation. Preserve the area as a bird sanctuary without damage from dogs.
9. Evaluate, create, plan and improve irrigation at Oak Knoll.
10. Evaluate grant and other funding opportunities for a Nature Play area at North Mountain Park.

Black stated that in addition to the ten new goals identified, incorporating goals currently in progress would result in a total of twenty goals for the new biennium. He recommended approval.

**Motion:** Landt moved to approve the twenty goals identified – moving forward with those currently in progress or planned and incorporating the newly created goals for the 2017-2019 biennium. Lewis seconded.

The vote was all yes.

Black indicated that a work plan would be developed to integrate the goals into day-to-day activities.

***b. 2017-2018 Budget Approval (Action)***

Black presented a newly updated, balanced budget for the upcoming biennium. He highlighted expenses from the current biennium, noting that extraordinary payouts for PERS (Public Employee Retirement System) and health care claims accounted for expenditures of approximately \$700,000. Black acknowledged that expenses tended to rise each year and it would take time to absorb the extraordinary expenses incurred.

Black stated that the City had requested a “flat” operating budget for the upcoming biennium. Consequently, each APRC Division worked toward decreasing costs for materials and services. Services shared by several Divisions were allocated individually instead of listing the totals under Administration. Divisions developed mini-budgets reflecting managerial responsibilities. In some cases, personnel were reassigned or utilized differently. Discussions about specific line items such as water usage or overtime pay were undertaken with Division managers.

The proposed budget projects a \$227,030 deficit. Black proposed that \$140,000 of the shortfall be transferred from the monies paid to the CIP (Capital Improvement Plan) from Food and Beverage Tax funds. Ways to increase revenues were outlined, with staff contributing innovative ideas to increase earnings. Final APRC fund requirements are projected at \$13,312,195, offset by projected fund revenues of \$13,085,165.

The Budget has been re-categorized. Administration and Parks Operations have been combined as one category. Recreation is the second category and Golf is third. \$200,000 has been allocated to a Contingency fund. The numbers are as follows:

- Admin and Ops                      \$8,639,215
- Recreation                            \$4,356,980
- Contingency                            \$ 200,000
  
- Total Budget:                        \$13,196,195
- Total Resources                      \$13,196,765

Black displayed a pie chart that depicted a breakdown of expense categories. He indicated that Administration was a very small part of the equation but could be calculated at Commissioners' request.

|            |                                     |       |           |
|------------|-------------------------------------|-------|-----------|
| Expenses:  | Recreation                          | 0.24% |           |
|            | Golf                                | 9 %   |           |
|            | Contingency                         | 0.2 % |           |
|            | Parks                               | 65%   |           |
| Resources: | Charges for Services – General Fund | 80%   |           |
|            | Misc.                               | 1%    |           |
|            | Operating transfers                 | 1%    | \$170,000 |
|            | Working Capital                     | 1%    |           |
|            | Intergovernmental Revenue           | 0%    | \$30,000  |
|            | Interest Earned                     | 0%    | \$14,000  |
|            | Charges for Service F & B Tax Fund  | 17%   |           |

Landt asked about the transfer of funds from the Food and Beverage Tax to the operations budget. Black noted that the transfer provided funding for the project manager.

\$30,000 was received as payment from the School District for grooming school ballfields. FTEs (full-time equivalents) were reduced from 44.8 employee FTEs to 41.05 FTEs. Two positions were combined – the project manager position now included a supervisory component. Seasonal temporary employees were no longer reported in the FTE numbers. One FTE was not funded and one part-time position would be reduced. Personnel expenses increased dramatically because of the extraordinary expenditures for PERS and health insurance but were expected to level out by 2019.

In response to a question by Heller, Black talked about solutions for the increase in water expenditures. He noted that leaky pipes and equipment failures accounted for the majority of the water costs. He detailed plans to better manage APRC water systems, reducing redundancies and eliminating the impact of equipment failures by providing backup systems.

Black stated that the project revenue increase coming from the Golf Division is part of a sustained effort to attract more revenue by providing amenities such as the cart path for patrons.

Heller inquired about the largest expense categories in Materials and Services. Black replied that water is expensive – projected to be \$430,000 in the upcoming biennium. Contracted services for professional expertise in such areas as engineering, master planning and fleet maintenance are also substantial. Black stated that the largest expense of all is the central service fee paid to the City of Ashland for services such as financial management, technical support, legal services, HR and others.

Finally, Black asked that the Commissioners to approve a provisional budget totaling \$13,196,765.

**Motion:** Landt moved to approve the proposed BN 17-19 budget and move it forward to the Ashland Citizens Budget Committee. Heller seconded.

The vote was all yes.

### **ITEMS FROM COMMISSIONERS**

There were none.

Dials highlighted the Bike Swap held on April 15. 55 people volunteered for the event and it was deemed successful in spite of a decrease in revenue. Dials explained that the event competed with Easter events and skiing at Mt. Ashland. She thanked the volunteers and APRC volunteer coordinator Lori Ainsworth for jobs well done.

There followed a short discussion focusing on Bike Swap proceeds. Dials explained that 20% of each sale is returned to the Recreation budget as revenue. The proceeds are then utilized as funding for community bike education classes.

### **UPCOMING MEETING DATES**

Joint Commission / Council Meeting on May 1, 2017 @ Council Chambers, 1175 E. Main Street, 5:30 p.m.

Special Meeting: Tour of the Imperatrice Property on May 3, 2017 @ The Grove, 1195 E. Main, 4:00 p.m.

Study Session on May 15, 2017 @ The Grove, 1195 E. Main, 5:30 p.m.

Regular Meeting on May 22, 2017 @ Council Chambers, 1175 E. Main, 7:00 p.m.

### **ADJOURNMENT INTO EXECUTIVE SESSION**

By consensus, Gardiner adjourned into Executive Session at 9:33 p.m.

*Executive Session for Pursuant to ORS 192.660 (2)(e)*

### **ADJOURNMENT OUT OF EXECUTIVE SESSION**

By consensus, Gardiner adjourned out of executive session at 10:20 p.m.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:20 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions and Regular meetings are digitally recorded and are available upon online.