

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 FOR REGULAR MEETING

ASHLAND PARKS & RECREATION COMMISSION

April 24, 2017

Council Chambers, 1175 E. Main Street

7:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL or ACKNOWLEDGEMENT OF MINUTES
 - a. Signs, Plaques, Memorials Subcommittee Meeting—March 14, 2017
 - b. Study Session—March 20, 2017
 - c. Lithia Park Master Plan Subcommittee Meeting—March 21, 2017
 - d. Trail Master Plan Update Committee Meeting—March 24, 2017
 - e. Regular Meeting—March 27, 2017
- III. PUBLIC PARTICIPATION
 - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 - a. Annual IPM Policy Review (Action)
 - b. 2017-19 Goals Adoption (Action)
 - c. 2017-19 Budget Approval (Action)
- VII. SUBCOMMITTEE AND STAFF REPORTS
 - a. Ice Rink End-of-Season Report (Information)
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
 - a. Joint Meeting with Council—May 1, 2017
 - Council Chambers, 1175 E. Main Street—5:30 p.m.
 - b. Special Meeting: Tour of Imperatrice Property—May 3, 2017
 - Meet at The Grove, 1195 E. Main Street—4:00 p.m.
 - c. Study Session—May 15, 2017
 - The Grove, 1195 E. Main—5:30 p.m.
 - d. Regular Meeting—May 22, 2017
 - Council Chambers, 1175 E. Main Street—7:00 p.m.
- X. EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(e)
- XI. ADJOURNMENT

City of Ashland
PARKS AND RECREATION COMMISSION
Signs, Plaques & Memorials Subcommittee Meeting Minutes
March 14, 2017

ATTENDEES

Present: Commissioners Heller and Lewis; Interim Parks Superintendent McFarland; Executive Assistant Dyssegard; Park Tech II Hyde

Absent: None

CALL TO ORDER

Interim Superintendent McFarland called the meeting to order at 2:33 p.m. at the Parks Admin Office, 340 S. Pioneer.

APPROVAL OF MINUTES

There was none.

PUBLIC PARTICIPATION

There was none.

ADDITIONS OR DELETIONS TO THE AGENDA

McFarland requested the removal of the item "Rich's Trail Naming Request." The group agreed to remove the item. McFarland explained that this topic related to a trail above Lithia Park (near Bandersnatch) developed in cooperation with Ashland Woodland and Trails Association (AWTA) and a specific member by the name of Rich. McFarland said AWTA had recently set a new policy for naming trails.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

1. Applegate Trail Marker Request

Bob Black of Trails West, Inc., was introduced and invited to speak.

Black said Trails West, Inc., founded in 1970, is a volunteer non-profit historical organization of Emigrant Trail enthusiasts who research, identify, mark and aid in the preservation of trails used by pioneers and gold seekers to reach California and southern Oregon during the mid-19th century. Over 700 markers had been placed along 2,000 miles of trail, from southern Idaho, across Nevada, into California and southern Oregon. Trails West also publishes two types of trail guides to aid those interested in historical trail routes. 20 markers are intended for placement in summer 2017 and 20-30 more in summer 2018. Upon their completion, the project will be finished. Through surveys, Trails West identified one Applegate Trail route marker located at the current Ashland Creek Park on Hersey Street.

The T-shaped signs, measuring six feet tall by 18" wide, are fabricated from 90-lb railroad rail steel and weigh approximately 200 pounds [markers are four feet tall once placed in the ground]. The Ashland Creek Park sign would be designated as Marker A-75 with GPS coordinates 42° 12.130' latitude and 122° 42.744' longitude. Engraved aluminum faceplates attached to the top crossbar feature quotes from pioneer diaries for each specific location. If approved, the sign at Ashland Creek Park would read: "Make 10 miles and camp at a considerable sized creek [Ashland Creek], the best camp we have had for several [days]. Road very good. High mountains around.' By Virgil K. Pringle, October 11, 1846." If approved, all materials and labor will be provided free of charge

by Trails West. McFarland said APRC staff would be able to assist with the sign installation, tentatively set for Friday, June 23.

Discussion and Conclusion

Heller asked whether the marker would be visible to bikers at night and not pose a safety hazard. Black talked about the proposed location and said it would be off the walkway. McFarland suggested grinding down the edges of the marker and adding a reflector to make it more visible at night; Black said it could be done.

The group discussed the process for accepting the project, which included filling out the application, approving it at the subcommittee level, notifying APRC Commissioners at a future business meeting and planning and attending the installation on June 23.

Commissioners Lewis and Heller approved the project as outlined and discussed. Lewis said he would provide a brief report to the Commissioners at their next business meeting. The group thanked Black for his efforts and provided him with a completed Emigrant Trail Marker Placement Request application signed by APRC Director Michael Black.

2. Memorial Pollinator Garden Suggestions

Dyssegard said a memorial donation of \$5,000 was offered by the father of a deceased Ashland resident. He initially requested a bench in Lithia Park but was open to other thoughts. After speaking with other APRC staff, it was discovered that a pollinator garden was suggested by the Bee City USA (BCU) Subcommittee for placement outside the main entryway to The Grove. Upon hearing of that option, the donor expressed some interest but felt that another location closer to Lithia Park might work better for his family. Staff told the donor that two pollinator gardens could possibly be placed for a total of \$5,000: one at The Grove and the other at the front entrance of the Community Center. Once the pollinator gardens were in place, plaques could be installed at each location: one plaque about the BCU pollinator friendliness and a second memorializing the deceased loved one.

Discussion and Conclusion

Hyde talked about using pollinator friendly and deer-resistant plants in front of the Community Center. He said a large number of homeless people frequently circulated around Pioneer Hall and the Community Center and he would not want the plants trampled upon. He suggested installing rocks underneath the pollinator friendly beds. Another suggestion was to plant a lavender garden at Ashland Creek Park on Hersey Street in a location currently planted with star thistle. He said lavender is both a great pollinator for bees and deer resistant.

Lewis suggested giving the donor more than two options. Heller suggested talking to the family openly about the large homeless problem around the Community Center. McFarland said Ashland Creek Park went through a long public process before the plans were set in place. If changes were made, staff would need to review the master plan and make sure any changes aligned with it. Hyde suggested using many different varieties of lavender and marking them, thereby creating a lavender demonstration garden that could also be a memorial bed. Heller said star thistle was a deterrent for those wishing to trample vegetation. Taking it out and planting lavender could be a drawback for keeping people out of the vegetation.

Four donation options were discussed:

1. The Grove entrance – pollinator garden
2. Community Center entrance – pollinator garden
3. Ashland Creek Park – lavender demonstration area / pollinator garden
4. Cotton Memorial – “large timber” picnic tables

Hyde estimated that the Community Center plants would cost between \$1,200 and \$2,000. Since the Community Center is a City-owned building, Lewis suggested running any plans by Acting City Administrator John Karns first. Hyde suggested having BCU volunteers help with the pollinator gardens, allowing them a sense of ownership in terms of design, planting and weeding. Heller said he heard that BCU was excited about The Grove option and they

might be interested in helping with planting and maintenance. Since a BCU Subcommittee meeting was scheduled for the next day, Heller said he would check with them and let McFarland know the outcome of the discussion.

3. Brainstorming Discussion about APRC Memorial Options in Lithia Park

McFarland said there were no benches or picnic tables remaining for memorials in Lithia Park. He said staff tried to direct donors to the other seventeen parks in Ashland but most wanted Lithia. Staff would be open to hearing other thoughts for capturing donation dollars while providing value for donors wishing to honor their loved ones. Options discussed included:

- A giving wall in Lithia Park
- Memorial bricks around the Butler-Perozzi Fountain
- Cotton Memorial – reconstruction of 20-foot picnic tables (\$2,000 per table)

Discussion

It was noted that the upcoming Lithia Park Master Plan would hopefully include a discussion about memorials. Until the plan was completed, no large amenities could be added such as memorial walls or a brick system. The Cotton Memorial picnic tables were discussed as the best short-term option for potential donors.

Additional Discussion

Dyssegard said the subcommittee might wish to review their policy on signs, plaques and memorials as some of the points were out of date. She offered to send the policy to them by email.

SET NEXT MEETING DATE

The subcommittee agreed to meet every six months, with the next meeting occurring in September 2017.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:00 pm

Respectfully submitted,

Susan Dyssegard, Executive Assistant
Ashland Parks and Recreation Commission

City of Ashland
PARKS AND RECREATION COMMISSION
STUDY SESSION
Minutes
March 20, 2017

ATTENDEES

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

Absent: City Council Liaison Mayor Stromberg

CALL TO ORDER

Chair Gardiner called the meeting to order at 5:30 p.m. at The Grove 1195 E. Main.

PUBLIC INPUT

There was none.

TWO-YEAR BUDGET REVIEW (INFORMATION)

Black introduced the draft budget for the next biennium, calling attention to a deficit of approximately \$335,000. He explained that the majority of the deficit was caused by large increases in costs for PERS and insurance claims. Black highlighted the disconnect between the flat PERS rate and increasing disbursements.

Black explained that the City of Ashland self-insures and during the 2015/2017 biennium there were several large claims that reduced reserves. He highlighted the importance of restoring the reserves to ensure adequate capital for future claims.

Black said the City of Ashland had indicated that APRC's portion of tax revenue would be approximately \$2.09 per thousand. He commented that during the prior biennium, APRC asked for more and the final agreement at that time represented a compromise. In return, APRC committed to a Performance Audit with the objective that the Audit would point the way to a financial savings and present best practices for increasing revenues. The City agreed to pay for the cost of the Audit (\$52,500) and fund the APRC budget deficit (approximately \$321,000). Black indicated that the understanding resulted in a budget that reflected those funds.

Black noted that the \$321,000 transfer to APRC never occurred. He talked about an apparent stipulation by the City that the funds would be transferred only if needed. This has resulted in the loss of a potential ending fund balance to carry forward into the new biennium.

Black stated that the Finance Department had requested that the Commissioners keep the budget flat for materials and service – one of the areas APRC can monitor and control. Black reviewed examples such as reduced consumption of materials like office supplies or the removal of extraneous services. Consequently, after a thorough review, there were enough savings to reflect less for materials and services than had been budgeted for the previous biennium.

Black discussed the sources of revenue, noting that he was proposing to utilize a portion of the Food and Beverage (F & B) tax revenues for regular maintenance. He stated that while F & B tax funds were typically used for capital expenditures, there were constraints for operational expenses less than \$5,000. Black cited extensive field renovation as an example, stating that even if the cost to renovate was \$5,000, it could not be depreciated, nor

would it necessarily add to the value of the field. The materials and services budget has been set at \$135,000 for the biennium.

Commissioner Discussion

Landt expressed a concern about setting a precedent by using F & B funds for routine maintenance. He stated that utilizing the funds on a regular basis could significantly impact the CIP budget and the ability to accomplish important projects. Landt highlighted the importance of setting aside enough resources to qualify for a revenue bond as an indicator that the CIP budget should be protected. Black replied that the funds would be used as a stop-gap measure in an effort to provide the services the public expects from APRC. He suggested developing criteria or standards to direct future use of the funds and prevent dependence upon the CIP for routine maintenance.

There followed a brief discussion about setting expectations for use of the funds and the process for budgetary approval. Black noted that the unexpected loss of \$321,000 was the main reason for the transfer of funds from the CIP budget. He expressed confidence that explaining the cause and impact of the budget shortfall would clearly indicate its one-time use.

Heller questioned the disconnect over the ending fund balance, asking whether it would be appropriate to research the matter further. Black intimated that the Commissioners could comment on the matter with the Ashland City Council if they chose to do so. That said, the City of Ashland had also depleted its contingency reserves, making it unlikely that the money would be forthcoming regardless of any action taken by the Commissioners.

In response to a question by Landt, Black stated that the \$321,000 would affect the upcoming biennium because of the lack of a carryover fund balance. He referred to a working capital graph that demonstrated the historic downturn. He explained that the carryover amount had been decreasing since the 2012-2013 biennium. Landt stated that it was his understanding that any carryover from year to year was returned to the City's General Fund rather than serving as an ending fund balance for APRC. Black noted that the City allows retaining a portion of the ending fund balance for carryover into the next year. He stated that if the transfer of \$321,000 were to take place, working capital carryover would be approximately \$200,000. Black emphasized that the budget process was still underway and the City of Ashland and APRC were reviewing the proposed budget. He stated that there were still areas where revenue and expense formulas didn't agree. He said work on the budget would continue until a consensus could be reached.

Landt asked whether using F & B tax funds for maintenance would be needed if there was an actual carryover fund balance. Black talked about efforts to cut expenses and increase the amount of funds remaining in order to create a carryover. He noted that workforce efficiencies were under review with an eye toward decreasing dependence on temporary personnel. Trainings were postponed and reviews to increase revenues were also underway.

There followed further discussion about the allotment of F & B funds. Landt stated that in the last biennium, APRC requested \$2.11 per thousand. The City of Ashland projected revenue at \$2.09. Black stated that the bottom line for all APRC revenues changed from \$12,245,000 for the previous biennium to a projected \$13,023,000 for the 2107-2019 biennium.

Lewis expressed a concern about sustaining the budget if it were to become necessary to regularly transfer money from the F & B tax fund for routine maintenance. He indicated his preference for a one-time use. Black stated that in his opinion, it would only be used once. He said that PERS obligations increased 23% this year. Black also said that the increase in insurance costs was due to several extraordinary claims; once the insurance fund was rebuilt, the cost to self-insure should decrease.

Heller inquired about the potential for additional funds from the Ashland Parks Foundation. Black explained that Foundation funds were mostly earmarked for specific projects. He said interest earned on the portfolio balance was traditionally used to sponsor scholarships and he indicated that bequests were normally project-oriented. He noted that APRC receives small subsidies from the Foundation (when the Foundation is able provide grants) for APRC programs or services. Based on a good year of investment growth in 2016, the Foundation would be providing up to \$16,000 for 2017 grants and scholarships for qualifying organizations.

Black detailed unexpected expenses in the last biennium such as a waterline break and the failure of a water pump. He stated that he hoped to provide a second pump so a backup would be in use while waiting for repairs on the original equipment. Other unexpected expenses included an increase in legal fees and retirement obligations. Black noted that setting money aside for future liabilities was a good management practice, and APRC would try to build a fund for that purpose within limitations imposed by the City of Ashland.

Black introduced the proposed CIP budget for the biennium. He noted that F & B revenues continued to increase although the fund could fluctuate widely and the revenue source would eventually sunset.

Black stated that funding would continue to be provided for a project manager. Projects were accounted for with the highest priority being the rebuild of the Daniel Meyer Pool. He explained that because the funding for the rebuild would be a bond, it was important to budget a little over the estimated costs. If anticipated correctly, the bond would not affect the operating bottom line

Black explained the land acquisitions budget, including those projects carried forward from the prior year. \$1,805,000 was budgeted for property acquisitions, including the purchase of the Imperatrice property. Also on the books carried over from the prior biennium was a second dog park.

New for this biennium was a plan to identify the possibilities for six to eight pickleball courts. There followed a brief conversation about the pickleball courts, with Heller noting that the money set aside for the project was not what he anticipated. Black replied that the cost to resurface a tennis court was approximately \$12,000 per court. Maintenance costs for the courts at Helman were also a factor. Black indicated that while the courts were not covered to the extent that Heller would prefer, the process to develop a plan for pickleball courts was included in the upcoming budget.

Also in the planning stages was the potential for a master plan for various other needs such as a relocated Parks shop and skateboard park. \$75,000 has been set aside for that purpose.

Black highlighted the Oak Knoll Cart Path line-item carried over from previous biennium. He recommended that the \$300,000 set aside be reduced to \$150,000. The Daniel Meyer Pool Solar Panel has been combined as part of the pool rebuild and new cover. Other changes included the removal of APRC restroom auto-lock doors from the CIP as the locks did not qualify as a CIP project.

Heller questioned the \$1.8 million budgeted for property acquisitions. Black stated that approximately \$800,000 was budgeted each biennium for land acquisitions *should land become available*. He noted that there were a number of land acquisitions that were currently underway, causing the budget line-item to increase to \$900,000. If an opportunity for land exists, funds would come from a bond or alternative sources of revenue. No funds would be spent if the bond was not approved. Heller commented that the money set aside for pickleball courts was not proportional to the proposed budget for land acquisitions. Black explained that the two items were funded differently. New pickleball courts could come from SDCs (systems development fees) but resurfacing tennis courts could not be funded from that source. He detailed the strategies involved in obtaining a bond and reviewed the steps needed to balance the budget.

In response to a question by Lewis, Black reviewed the process needed to obtain a bond, explaining that preliminary drawings must be submitted along with a working budget. A basic interior design is also presented at that time, depicting approximately 30% of the design detail.

Black stated that the goal for replacement of the Daniel Mayer Pool would be to meet Ashland's needs. Providing an opportunity for local swim competitions would be appropriate while regional meets would require a larger pool.

Miller asked for a quick update on the project. Black stated that a small group of interested parties had planned for a presentation to City Council and local architect Jac Nickels volunteered to draw up preliminary plans. A working survey was also planned.

Landt recommended the formation of an Aquatics Subcommittee to formulize the beginning processes. Gardiner agreed, noting that Miller, Black and Gardiner would be appointed to begin the design work.

Black continued with budget recommendations, suggesting that the \$250,000 budgeted for the Oak Knoll Cart paths be reduced to \$150,000 for the next biennium. He further recommended that the second phase of the Grove/Admin office remodel be reduced to zero.

Responding to a question by Miller, Black noted issues with regard to the gravel pathways. Building upon the existing compacted gravel base with asphalt pavement would be cost-effective in the long run because of the excessive maintenance needed to keep the gravel in good condition. Black commented that he would prefer the project to be tiered, with the first phase completed during this biennium and Phase II budgeted for the succeeding biennium.

Finally, Black recommended that the \$100,000 for building additional offices at the Grove be removed from the budget altogether.

Landt asked about the proposed Oak Knoll Neighborhood Park and the Chitwood Park. He inquired about public interest, highlighting areas where neighborhood parks were not wanted such as the neighborhood at the top of Strawberry Lane. Landt expressed some ambiguity regarding a playground at the Oak Knoll Golf Course because of the few children in surrounding neighborhoods.

Gardiner stated that he voted for the playground at Oak Knoll – assuming that the project was a second-tier project. He explained that the rationale was that Oak Knoll Golf Course was a destination and additional amenities would increase the number of people utilizing the property.

Heller noted that he had voted for a neighborhood park on the Chitwood property primarily because there was a lack of neighborhood parks in the area. Lewis relayed some of the historic background about the property, adding that the lack of available parking would constrain the use.

Miller advocated on the proposed re-write of the Calle Guanajuato policy – indicting that the Calle had the potential for increased revenue.

Black stated that an Equipment Fund was established to segregate purchases for large items such as trucks and loaders. The establishment of the Fund was an appropriate avenue for separating large equipment capital costs from the CIP budget. The former Ashland City Administrator had recommended borrowing \$439,000 from the City's General Fund to allow for the purchasing of equipment as needed. Black stated that those funds were not transferred from the City to APRC and therefore no payments were due. Black explained that each vehicle was put

on a schedule for eventual replacement. APRC paid rent on vehicles calculated for future replacement. He stated that the Fund currently had a balance of \$117,000 and would continue to build over time. The Fund would increase by approximately \$80,000 this year. Black indicated that the cost for replacement vehicles was approximately \$200,000 annually.

There followed a brief discussion regarding the Fund's slow growth and the amount that would be needed for the biennium.

Black described APRC's three budgetary areas: Parks and Recreation Fund (covering materials and program costs for Recreation), the CIP Fund (earmarked for capital projects) and the Equipment Fund. In response to a question by Heller, Black stated that large equipment was generally shared between the City and APRC.

GOALS

Black reviewed the goals prioritized by the Commissioners, including carryover goals and new goals and placeholders. He relayed that facilities and programs received no votes, and many of the top ten goals had received tie votes. Black recommended that there be continued discussion of the top ten:

- 1. Continue to purchase property in accordance with Open Space Master Plan to enhance open spaces, trails and neighborhood parks***

Lewis noted substantial progress and continued emphasis on this goal.

Landt suggested that the goal be integrated into the Trails and Open Space Master Plan. Black agreed, stating that it could be removed from the vote.

- 2. Install a paved cart path overtop of the existing gravel cart path around the entire Golf Course***

Gardiner stated that he wanted to keep this top-of-mind. He commented that the gravel paths were degrading and the amount of care needed to maintain them was not cost-effective.

Miller noted that the cost savings was worth pursuing.

There followed a discussion about budgeting for the project and proceeding in stages. It was agreed by consensus that it would be prudent to partially complete the project during the upcoming biennium and address the remainder in the following biennium.

- 3. Evaluate grants and other funding opportunities for a nature play area at North Mountain Park***

Dials spoke in favor of the project, stating that the plan would attract funding. She noted that a small amount of money set aside in the budget facilitates consideration for grant funding, and matching funds was a common requirement. Dials talked about the benefits of building an all-natural play area, noting the synergy with the Nature Center's educational programs.

Landt supported the request, stating that the estimated commitment be limited to providing matching funds. He suggested setting aside \$15,000 in anticipation of grant funding.

- 4. Continue to enhance the Oak Knoll Golf Course by upgrading the interior of the Golf Course Clubhouse***

Dials stated that while this was not a top priority, it was an opportunity to enhance revenue. She highlighted plans to upgrade the kitchen to commercial status so the facility could be rented out for events. Dials acknowledged that there were other pressing concerns at the Golf Course including the cart paths and crumbling irrigation infrastructure. Dials said APRC had an obligation to preserve the asset whenever possible.

Gardiner advocated for restoration of the Golf Course. He highlighted the potential for generating increased revenue.

5. *Create a neighborhood park at the Oak Knoll Clubhouse toward fulfillment of the quarter-mile goal as outlined in the Open Space Plan*

Gardiner reiterated that a neighborhood park would enhance the facilities at Oak Knoll, adding to the cache as a destination.

6. *Plan and develop a small neighborhood park at the Chitwood property*

Dials noted that the property was considered unattractive and a neighborhood park would create an inviting open space. She suggested that the area had a potential for pickleball courts. Heller also advocated for the park, stating that the cost to renovate would most likely be modest.

Lewis reiterated that there was very little available parking in the area.

7. *Rewrite the Calle Guanajuato Space Rental Policy while specifically evaluating the fee structure and restaurant space allocation priorities*

Miller noted that the fee structure had been settled for the 2017 season but space allocations remained problematic. He commented that a re-write would take some staff time but, once completed, might actually decrease the amount of time needed to administer the policy.

There followed discussion about a property assessment to determine whether fair market value would assist the Commissioners in setting the fees. Black stated that securing an assessment was a commitment aside from a potential re-write.

8. *Give Pioneer Hall back to the City of Ashland*

Black talked about the rationale for returning the building to the City, stating that managing the building for the City was not cost effective. He explained that the cost to rent the building annually was \$15,000 and maintenance costs were at approximately \$10,000. He said a good year would reflect a small loss (\$5,000) and that revenue rarely if ever exceeded \$20,000.

Black stated that the building was used as a cold weather shelter for the homeless three/four days per week in the winter. Cleaning the facility and returning the building to rentable status after shelter nights took APRC staff an additional half day of work. He noted that no revenue was generated for shelter use.

Discussion continued about returning the building to City management. Black hypothesized that the intent for renting the facility to APRC was so that it could benefit APRC.

Landt agreed with the necessity to return the property to the City of Ashland with the caveat that the matter should be prioritized. He referred to the Senior Center as a similar but more pressing situation. Landt stated that it was not a matter of "if" but more a matter of "when."

Lewis asked whether postponing negotiations for the Hall would delay resolution for the biennium. Black stated that the issue could be addressed in the next fiscal year, when rent was due. The budget would include \$15,000 for one year rather than \$30,000 for the biennium.

Heller stated that it made sense to raise the issue promptly, given the operating loss impacts APRC experienced when resources were limited.

Black said that if the building were owned by a private owner rather than the City of Ashland, and APRC was managing the property at a deficit, there would be no question about dealing with the continued losses.

It was agreed by consensus that the matter would be addressed during budget negotiations. At the suggestion of Commissioner Landt, the issue remained as a priority goal until a direction could be solidified.

9. *Wildlife Preserve designation through easement and purchase agreements for Ashland Pond and around/through the few remaining private properties with dogs excluded from part of the area after one or two bridges are completed allowing a logical path for not only pedestrians, but also for dogs and their owners.*

Landt introduced the topic, stating that easements were essential for public access to Ashland Pond. He explained that negotiations would secure easements that would facilitate access to the area. Landt recommended proceeding with plans to acquire the easements, stating that if left to the future, the opportunity could be lost.

Landt reported that Ashland Pond would qualify as a wildlife preserve. He noted the broad diversity of waterfowl and upland birds as well as the preponderance of other wildlife. Landt explained that the property was being degraded because dogs were not prohibited from the area. He reasoned that designating the area as a wildlife preserve would facilitate environmental protection of the property as it would prohibit dogs from running free while permitting access for those who wish to enjoy the wildlife.

General Discussion and Analysis

Gardiner questioned the plan to pave the cart paths, noting that the decomposed granite pathways had been completed in the current biennium. Black stated that shortly after the granite installation, it became apparent that it could not be effectively maintained. If pavement was planned, then gravel was half the project. Black characterized the project as a high dollar project that would take a minimal amount of staff time. The actual paving would be contracted, with staff providing oversight. As proposed, the project would be partially completed for the 2017/2019 biennium.

The Commissioners agreed by consensus that the project was essentially a new project.

Discussion moved to the request for approval of a Nature Play area at North Mountain Park. Black indicated that staff would work to research and identify funding from a variety of sources. He recommended approval of the project, stating that staff was passionate about the project and would do the work necessary to make it happen. Black stated that he was comfortable with the amount of staff time involved and the small number of dollars that would be set aside by APRC to meet matching fund requirements.

Black noted that refurbishing the interior of the Golf Course was more problematic because the improvements were currently unknown. Work would be completed by contract and advertised by a RFP (request for proposal). He stated that managing the project would require staff oversight.

Black described the proposal for a neighborhood park at Oak Knoll as one that would cost approximately \$120,000 to \$125,000. He stated that the site would need to be engineered, which he characterized as somewhat intensive. In contrast, Black talked about creating a neighborhood park for the Chitwood property, noting that the initial funding (a minimum of \$250,000) would come from the CIP. He recommended careful analysis prior to committing to the project, particularly when funds from the CIP were being withdrawn to maintain existing infrastructure. He reminded the Commissioners that the Performance Audit cautioned against funding projects that could not be maintained. In addition, without parking nearby, adding amenities such as pickleball could generate traffic, an issue that would need to be addressed.

Black commented on the Calle policy re-write, stating that the staff time involved to craft a new document would be significant. He noted that APRC was committed to reconsidering the fee structure, which might satisfy those affected.

Landt suggested that staff time could be minimized if interested Commissioners rewrote the document. Black replied that rewriting the policy would be similar to a planning action in that the public must participate. He added that the failure of the Calle Guanajuato Subcommittee to achieve consensus increased the possibilities for controversy over the details.

Black talked about the establishment of a Wildlife Preserve, advocating for the change as outlined by Landt. He stated that the staff time involved would be minimal and the expense for creating the preserve would be manageable. The purchase of easements for access to the property would be the most significant cost and it could be offset or partially offset by partnering with the Southern Oregon Land Conservancy. Landt added that although the deal was not just a simple trade, there would be money received from property adjustments for one of the two easements.

McFarland advocated for money to begin repairs on the irrigation at the Oak Knoll Golf Course. He discussed the condition of the old irrigation lines and the challenges to remedy leaks. He intimated that irrigation pipes were nearing the end of their usefulness. Although the project did not receive the votes to make it a top priority, McFarland asked for consideration. Black suggested that \$50,000 be earmarked for that purpose.

Discussion followed regarding the irrigation, fairways and greens. There was some debate about listing the project in the priority list. Black noted that regardless of where the line item was, the project would receive some funding – if only on an emergency basis. He stated that it was a known risk that should be accounted for in the budget.

It was agreed by consensus that it would become the tenth (10th) goal on a list of the top ten.

STAFF UPDATES

- ***New Hire for Nature Center***

Dials announced that there was a new coordinator at the North Mountain Nature Center. She stated that Jen Aguayo began work for APRC on the 13th of March. Aguayo had extensive experience in garden management and environmental education.

- ***Bike Swap***

Dials reminded the Commissioners that the Bike Swap would be held on the 15th of April. Bikes and equipment could be dropped off pre-sale on Friday and Saturday, April 14 and 15, 2017

- ***Staff efforts***

McFarland thanked APRC staff for their judicious work in finding ways to save money. He stated that a sincere effort was made to decrease expenses toward balancing the budget.

- ***Tidings Articles***

Gardiner noted that Commissioners Landt and Miller submitted the March "Park View" article to the Ashland Daily Tidings. He stated that the article about the upcoming Lithia Park Master Plan process was top-drawer.

Gardiner reminded everyone that Commissioner Lewis would be working on an article for April. The topic would be the Trails Master Plan Update.

- ***Upcoming Meetings***

Gardiner reviewed the upcoming meeting schedule, noting that the Trails Master Plan Update Committee meeting would be held on Friday, March 24, 2017, and the Senior Center Subcommittee meeting would be held on Tuesday, March 28, 2017.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:50 pm.

Respectfully submitted,

Betsy Manuel, Assistant

These Minutes are not a verbatim record. The narrative has been summarized to reflect the discussions made. Ashland Parks and Recreation Commission Study Sessions, Special Meetings and Regular Meetings are digitally recorded and available upon request.

City of Ashland
PARKS AND RECREATION COMMISSION
Lithia Park Master Plan Committee Meeting Minutes
March 21, 2017

ATTENDEES

Present: Commissioners Landt and Miller; APRC Director Black; Interim Parks Superintendent McFarland; Project Manager Minica; Administrative Assistant Harshman

Absent: None

CALL TO ORDER

APRC Director Black called the meeting to order at 4:02 p.m. in the Parks Admin Office, 340 S. Pioneer.

PUBLIC PARTICIPATION

There was none.

ADDITIONS OR DELETIONS TO THE AGENDA

There were none

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

a. Review and Approve Draft RFP for Lithia Park Master Plan

Black said the draft RFP might be ready for inclusion in the March 27 regular meeting packet the following day. The RFP would hopefully be issued by April 10. Landt said he preferred editing off a hard copy rather than an electronic copy. Black asked for input on key dates for the RFP:

Issue RFP:	April 10
Final Day to Request Clarifications:	May 24
Responses Due:	June 7
Interviews (as needed):	No date(s) selected
Firm Selection Process:	No dates(s) selected
Estimated Recommendations to APRC Commissioners:	No date selected
Interview Period:	No date selected
Estimated Award of Contract:	No date selected

It was discussed that the selection committee would include those in attendance plus a City Planner. Black said the subcommittee could limit the number of proposers selected for consideration; the number five was agreed upon.

Landt discussed the RFP's verbiage and provided several edits. He asked clarifying questions about the document and Black provided responses.

Once the RFP was issued, respondents would have two months to submit their proposals.

Black said he would review the entire document again and make additional edits.

Black suggested including the Ashland Daily Tidings March 23 "Park Views" column about the Lithia Park Master Plan, written by Landt and Miller, as an RFP addendum.

SET FUTURE MEETING DATE(S)

No meeting dates were set.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:25 pm

Respectfully submitted,

Susan Dyssegard, Executive Assistant
Ashland Parks and Recreation Commission

City of Ashland
PARKS AND RECREATION COMMISSION
TRAIL MASTER PLAN UPDATE COMMITTEE
MEETING MINUTES
March 24, 2017

PRESENT: Parks Commissioners: Michael Gardiner, Jim Lewis
Additional Committee Members: David Chapman, Torsten Heycke and Stephen Jensen, Jim McGinnis

City and APRC Staff: GIS Analyst Lea Richards, Forestry Resource Division; APRC Director Michael Black; APRC Interim Parks Superintendent Jeff McFarland; APRC Executive Assistant Susan Dyssegard and APRC Minute-taker Betsy Manuel

ABSENT: Luke Brandy, Chris Chambers, Cory Darrow

I. CALL TO ORDER

Chapman called the meeting to order at 10:00 a.m. at 51 Winburn Way, Ashland OR.

II. ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

III. APPROVAL OF MINUTES

Heycke moved to approve the Minutes of February 24, 2017 as presented. Lewis seconded and the motion carried by unanimous vote.

IV. UNFINISHED BUSINESS

➤ *Complete Discussion about Mission, Vision, and Goals*

McFarland reviewed the agreed upon changes beginning with the updated Mission statement. Changed bullet points include the following:

MISSION

- Describe and maintain rather than describe
- Natural areas rather than surrounding rural
- For all residents and visitors rather than residents
- Continue to use rather than establish

The paragraph beginning with "In addition, the committee..." was deleted.

VISION

Chapman proposed that the Vision Statement be updated as follows:

Trails connect people to nature, to well-being, to people, to our community and to our region. These vital connections are the key to the continuing success of our trail system.

Chapman explained that in his opinion, the original Vision statement was too similar to the Mission Statement. After researching the matter, he modified the statement to incorporate ideas that resonated with him.

There followed a brief discussion regarding the use of the word people; and what that word implies. Jensen suggested that the statement be modified to read Trails connect people to nature, to well-being, to *other* people, to our community and to our region as a way to distinguish the connectivity with those one does not know. The statement was further modified, incorporating a statement by Gardiner: Trails connect people to other people, to nature, to well-being, to our community and to our region.

McFarland noted that recreation should also be reflected in the wording. It was agreed that recreation was inherent in well-being.

McGinnis commented on the increasing importance of alternative modes of transportation in efforts to decrease greenhouse emissions. He stated that the plan document promoted a goal to decrease greenhouse emissions by 46% over time. To accomplish that reaching goal, 50% of all movement in the City would have to come from alternative modes of transportation such as bicycles. McGinnis noted that Ashland's trails system was one element that could support that outcome.

McGinnis recommended that the transportation element could be defined as non-motorized. Jensen inquired about motorized vehicles for the disabled. McFarland noted that some trails like the Greenway permitted both motorized and non-motorized vehicles.

Chapman proposed that the greenhouse emission statement be shortened to indicate general support for the environment. Black agreed, stating that the broader term "environment" strengthens all efforts to enhance the natural world.

Bullet point three under Mission was changed as follows: Enhance the quality of life for all residents and visitors of Ashland through improved recreation and transportation opportunities *in support of our health, wellness and environment.*

In response to a question by Heycke, McFarland explained that equestrian opportunities were limited to specific trails. Trail signs trails where horses are permitted.

Taking the global view, Chapman noted that user conflicts and how to resolve them have been a focus over the years, intimating that the topic might be included in the updated document. Black suggested that legal challenges resulting from user conflicts should be acknowledged – or at least remain top-of-mind. Heycke

supported the concept, advocating that discussion of user conflicts be incorporated into the goals and objectives.

Format

It was agreed that the Vision Statement would be placed first in the document followed by the Mission.

GOALS AND OBJECTIVES

Jensen questioned the distinction between goals and objectives as seen through the eyes of the general public. Black recommended that the terms be explained. He noted that goals were not necessarily measurable – goals outline a broad focus. (big picture). Objectives provide benchmarks that are measurable.

McGinnis advocated for increased attention to safety factors. He stated that safety concerns at Willow Wind School had led to resistance to the proposed expansion of the Bear Creek Greenway to Emigrant Lake.

McFarland summarized comments that had been identified as potential goals. Topics include but are not limited to risk management, legal implications and safety concerns. It was agreed that the subjects would be revisited once the goal discussion was completed.

GOALS

A. Transportation, Trail Access and Connectivity

- Provide trails as an integral part of Ashland's transportation system.

Further discussion about motorized and non-motorized uses resulted in an effort to craft language that expanded the reach beyond bicycles and pedestrians. It was agreed that a glossary of terms would be integrated into the document to provide insight into buzz-words such as "active transportation". Black highlighted the value of using the term, stating that the phrase was federally recognized.

Heycke inquired about redundancy between the Trails Master Plan and other plans such as Ashland's Transportation Systems Plan. (TSP). Black agreed, stating that there was overlap between the plan and others. He explained that there were various sources of funding available based on the type of plan it was. Heycke noted that many plans addressed the same issue, making it difficult to determine who the responsible party was. Black replied that each entity pursues their own plan, but there were benefits to inclusion in other plans such as the TSP. The more often elements are listed, the more validity it has. Lewis pointed out that the Trails Master Plan was the go-to document for Parks, just as the TSP was for the City of Ashland. Jackson County provides regional oversight.

Objective A-1

- Provide active transportation routes throughout Ashland.

Objective A-2

- Provide a diversity of trails

Objective A-3

- Provide safe routes to community nodes.

Black stated that providing safe routes to school conjured up bike lanes, crosswalks and sidewalks rather than trails. Chapman concurred, noting that all routes to schools should be safe. Black agreed to refine the language of objective A-3 to distinguish trails from other routes.

Objective A-4

- Provide linkages to municipal transit systems.

Black noted that A-4 was specific to multi-modal travel.

McGinnis initiated a brief conversation about the difference between a path and a trail. Black advocated for differentiating between trails rather than describing paths and trails. Heycke cautioned against redefining paths because of the potential for multiple definitions.

TRANSPORTATION, TRAIL ACCESS AND CONNECTIVITY

Old Section B

Chapman suggested adding B objectives to A objectives, deleting section B. Black noted that in the context of this master plan, trails provide connectivity rather than transportation.

Jensen suggested that section A speaks to all three concepts - Transportation, Trail Access and Connectivity. Black noted that A3 and B1 could be combined to cover access to trails and safe routes. He volunteered to take the concepts and put them into writing for review and approval.

Objective B-2

- Provide parking at major trailheads.

Move to A

Objective B-3

- Provide cross-town connectivity and links to trail systems in the surrounding public lands and communities.

Stand alone

Objective B-4

- Provide connections to important community centers and environmental features

Move to A-3

Objective B-5

- Provide trail access information at major bus stops

Move to A-4

Natural Environment and Citizen's Rights

New Section B

It was agreed by consensus that this section would be renamed. Jensen agreed to re-word the goal for this section. He stated that there were corresponding responsibilities to citizen rights.

McGinnis asked whether safety should be incorporated at this point in the document.

Black explained the difference between recreational immunity and discretionary immunity. Recreational immunity generally applies if a party is injured while in a Park where there is no fee for entrance. The park is typically not held liable. Discretionary immunity applies when an individual, such as a Parks employee creates a hazard that

causes an injury resulting from a lack of an action such as failing to properly mark a dangerous area. In that case, the individual and his supervisor could be sued. He argued against a statement that implied that citizens have a right to a safe trail. Alternatively, Black proposed a statement that indicated that Parks would make every effort to evaluate trails and address safety concerns. He added that design standards for parks could be established to prevent dangerous situations or create places that lend themselves to illicit conduct.

McFarland noted that Parks gathers information from risk management people regarding safety matters. Formal safety meetings are conducted on a regular basis, and signage is more detailed or specific when depicting hazards. It was agreed that a safety statement would be added to Objective E4.

- Stewardship of the natural environment and rights and concerns of citizens are addressed.

Planning for Trails

New Section C

- Ensure that trail planning is intentionally integrated with City planning and vice/versa.

Black noted that the City of Ashland has a pre-application process that alerts APRC, allowing for commentary if the planning action would impact Parks. He stated that there is no guarantee that every issue will be caught or addressed, but he indicated that the process works well. Black suggested adding a goal to stay integrated and involved with Planning processes.

Discussion focused on various tools used by different jurisdictions to flag actions or track land uses. The largest and most widespread is the GIS system of mapping. McGinnis commented that the Forest Service has map overlays designed to identify potential conflicts on the ground. Chapman highlighted the need for a mechanism for follow-up on planning actions.

It was agreed that rewritten goals and objectives would be ready for review at the next regularly scheduled meeting. Black called for additional focus on maps and corridors within Ashland's jurisdictions. He asked that each member look for additional information that should be added into the existing documentation. Maps would be updated accordingly.

Lewis advocated for ideas that would lead to strategies and tactics that would move Parks forward. He stated that the identification of areas to expand the trail system, or integrate new properties would be helpful and would aid in the prioritizing of projects for the next ten years.

Black expressed a need to identify the most advantageous route for the Greenway expansion project. He asked that the Update Committee look at the possibilities property by property – highlighting the value of the various perspectives when developing a tentative plan and possible alternatives.

McGinnis asked about regional connectivity – particularly regarding land that might have benefited the Greenway project. Lewis noted that property sales are typically not planning actions and therefore Parks would not be notified. He stated that new owners represent a new opportunity for negotiation.

III. ASSIGNMENT FOR NEXT MEETING

It was agreed that the Agenda for the meeting of April 7, 2017 would include a review of maps with urban boundaries.

IX. NEXT MEETING DATE AND LOCATION

Chapman confirmed that the next meeting would be held at the Community Development Center at 51 Winburn Way in the Siskiyou Room on April 7, 2017 from 10:00 a.m. to 11:30 a.m.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Susan Dyssegard, Executive Assistant
Betsy Manuel, Minute-Taker
Ashland Parks and Recreation Commission

City of Ashland
PARKS AND RECREATION COMMISSION
Regular Meeting
Minutes
March 27, 2017

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

Absent: Commissioner Heller; 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 OF MINUTES

Study Session – February 13, 2017

Motion: Landt moved to approve the Minutes for February 13, 2017, as presented. Miller seconded.
The vote was all yes

Goal Setting Session – February 14, 2017

Motion: Landt moved to approve the Minutes of February 14, 2017, as amended.

Page 2 Paragraph 6: "Goals have been established and an RFP (Request for Proposal) has been completed."
Should be: "Goals have been established and an RFP is being worked on and is close to being finished and will be out soon."

Motion: Landt moved to approve the Minutes of February 14, 2017, as amended. Miller seconded.
The vote was all yes

Regular Meeting – February 27, 2017

Motion: Landt moved to approve the Minutes of February 27, 2017, as amended.

Page 5 Paragraph 4: "She stated that in 2010, fees increased from \$3.60 to \$4.00 per sq. ft. In 2012, the Commissioners agreed that fees would increase by \$1.00 per sq. ft. with a cap of \$7.00 per sq. ft. for restaurants and \$5.00 for the Lithia Artisans."
Should be: "In 2010, fees increased from \$3.60 to \$4.00 per sq. ft. In 2012, the Commissioners agreed that fees would increase by \$1.00 per sq. ft. per year until the fees reached \$7.00 per sq. ft. for restaurants and \$5.00 for the Lithia Artisans. In 2013 the restaurant fee was increased to \$6.00 and in 2014, restaurant fees increased to \$7.00 per sq. ft. No further changes had been made since 2014."

Motion: Landt moved to approve the Minutes of February 27, 2017, as amended. Lewis seconded.
The vote was all yes.

ACKNOWLEDGMENT OF RECEIPT OF MINUTES

The approved Minutes were acknowledged by the Commissioners.

PUBLIC PARTICIPATION

- *Open Forum*

There was none.

ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

- a. **Save Our Schools and Playgrounds Report (Information)**

Black introduced the group called Save our Schools and Playgrounds. He disclosed that he had met with representatives briefly. He encouraged the group to present their request for support to the Commissioners.

PUBLIC INPUT

Mellissa Mitchell-Hooge of 271 High St. in Ashland was called forward.

Mitchell-Hooge stated that the Save Our Schools and Playgrounds group was formed in May 2004 to advocate for the preservation of the playground and playing fields at Briscoe Elementary School. Save Our Schools and Playgrounds worked through February of 2007 to secure the playground and open space for Briscoe and later for Lincoln Elementary when the two schools were closed.

Mitchell-Hooge detailed the sequence of events, noting that in the Spring of 2003, Ashland Schools Superintendent Juli DiChiro appointed a group of land development and real estate specialists to review what would be in the best financial interests of the Ashland School District regarding the Briscoe property. The group recommended that the school remain intact, setting aside the playground and field area for a mixed-use development. Neighbors came together to challenge the recommendation, eventually forming the non-profit Save Our Schools and Playgrounds. Their intent was to find a long-term solution that would preserve the playground and fields of the school as a neighborhood park. In June of 2005, Lincoln School was closed and the neighbors there joined in the effort to keep the grounds from development.

Save Our Schools and Playgrounds endorsed the widely-held idea that neighborhood parks were critical to the quality of life in Ashland. In the words of Mitchell-Hooge: "Parks are the places where young and old get outside to breathe deeply, walk and play and re-connect with nature." It became clear that the school properties of Briscoe and Lincoln were already functioning as neighborhood parks.

Mitchell-Hooge described a 2002 non-recreational grounds maintenance agreement between the Ashland School District and APRC, who agreed to maintain the School District's fields. She talked about the cost of the grounds maintenance, indicating that APRC fully funded the effort in the first year, with the City of Ashland, Ashland School District and APRC contributing equally in later years.

Mitchell-Hooge discussed the myriad ways that the City of Ashland and its citizens supported the School District. She thanked APRC for the playground equipment provided as well as the continued grounds maintenance.

APRC offered to donate all of the grounds maintenance for the non-recreational use which would be credited over a time period of five years toward the purchase of the play area at Briscoe. The proposal was initially rejected, but in February of 2007 it was agreed that the purchase would take place over five years in return for grounds maintenance of Ashland's schools, at a fair market value of \$140,000 per year for five years. An intergovernmental agreement resulted in the shared use of the facilities. This agreement lapsed in 2012.

On behalf of Save Our Schools and Playgrounds, Mitchell-Hooge expressed a desire for a permanent solution that would protect the grounds at Briscoe and Lincoln schools. She stated that the fields and playgrounds were listed as open spaces in the City's Comprehensive Plan. Mitchell-Hooge indicated that utilizing the grounds as neighborhood parks would minimize the duplication of APRC services and cut its operating costs. One idea currently under consideration would be to separate the grounds from the school buildings and give the grounds to APRC. She stated that the idea seemed fair, given the years of support the City and APRC had given to the School District and the fact that the grounds were already public property.

Mitchell-Hooge noted a sense of urgency, as the School District was in the process of appraising the Briscoe property. School officials were considering all options – with an appraisal for the building, an appraisal for the grounds and an appraisal for the property as a whole. She stated that ideally, all the parties involved would recognize the value that the playgrounds hold for the Community. She asked that APRC take action on their behalf to preserve the grounds as dedicated public parks.

Mitchell-Hooge described two current issues of concern to the Briscoe and Lincoln neighbors. She commented that the fields at Lincoln School had been neglected and the grass in the fields had not been watered for some years. Weeds and flowering plants had taken root, making the ground uneven and difficult to use for organized sports.

The other issue was a proposed plan for a toddler playground advocated by Ashland Head Start. The organization rents the Briscoe school for their programs and wants to develop the toddler playground on the soccer field. Save Our Schools and Playgrounds hopes to work with APRC in an effort to place the proposed playground elsewhere. Mitchell-Hooge thanked Director Black for his willingness to discuss possible alternatives with OCDC's (Oregon Child Development Coalition) Superintendent Jeff Lowry

PUBLIC INPUT

Su Rolle of 311 High St. in Ashland was called forward.

Rolle stated that she and her husband had lived continuously in Ashland since 1983. Both of their daughters had attended Briscoe School. She talked about the City's Comprehensive Plan and the maps that identify the Parks and Open Spaces in Ashland. Rolle advocated for preservation of Briscoe School and its grounds, stating that she was hopeful that one day the school could once again become a public elementary school.

Rolle invited APRC to work cooperatively with Save Our Schools and Playgrounds to find creative solutions for Briscoe and Lincoln schools.

Beth Geismar of 323 High St. in Ashland was called forward.

Geismar noted that she too had daughters who had attended Briscoe. She stressed the importance of finding a permanent solution to meet the needs of the community. She characterized the Briscoe grounds as a neighborhood gathering place that was worthy of preservation.

Jan Waitt of 147 Manzanita St. in Ashland was called forward.

Waitt asked that APRC give priority to finding a permanent solution for the property. She noted that when School District leadership was new, the importance of the properties as neighborhood parks might not have been readily apparent.

Wayne Rolle of 311 High St. in Ashland was called forward.

Rolle talked about the pleasure of living close to Briscoe school. He expressed his appreciation for the sounds of people enjoying the space. He supported the concept of using the property as a neighborhood park.

Sharon Javna of 219 Almond St. in Ashland was called forward.

Javna stated that she had lived in Ashland for 22 years and her children were raised there, attending Briscoe Elementary. She said the original intergovernmental agreement was intended to secure the Briscoe and Lincoln grounds over the long term. Javna commented that it was disturbing that the issue had to be re-visited. She asked APRC to assist Save Our Schools and Playgrounds in searching for a permanent solution.

Brian Almquist of 155 Susan Lane in Ashland was called forward.

Almquist reviewed the actions taken to secure the playgrounds during his tenure as City Administrator. He stated that one of the hallmarks of that period was the Agency partnerships that emerged and the synergy they created. Almquist noted that it was assumed that the intergovernmental agreement of 2007 would have been renewed.

Almquist highlighted the City's mandate, as stated in Ashland's Comprehensive Plan, to ensure that Ashland residents have access to parkland within a quarter mile of each residence. He stated that since then, most vacant land has been developed and there was no vacant land left for the neighborhood to replace the playgrounds and open spaces at the two schools. He stated that once the grounds were lost, the closest parks would be a mile or two away.

Almquist stated that the schools were already under public ownership, so transferring the properties to APRC should be a reasonable expense – neither the highest price value nor the fair market value. He indicated that the Food & Beverage tax fund held approximately \$579,000 that could be dedicated to the acquisition of parkland. He advocated for a compromise with the Ashland School District, noting that they were struggling to pay for needed infrastructure repairs or improvements.

Almquist spoke optimistically that an agreement could be reached to secure the grounds and open space of Briscoe and Lincoln schools for residents to enjoy as neighborhood parks.

Carol Walker of 826 Holly St. in Ashland was called forward.

Walker noted that she lives near Lincoln School and is able to see how much the property is used. In addition to the playground, there is a basketball area where young teens gather for a game. She stated that teens also must have somewhere to go and the basketball court is well used. She detailed other common uses, indicating that while it is understood that funds are tight, keeping Briscoe and Lincoln schools available as parkland should be a priority.

Pauline Black of 974 Pinecrest in Ashland was called forward.

Black expressed her support to save the grounds at Briscoe and Lincoln. She relayed that she represents those who do not have a park nearby and said the need for parkland is real.

Samae Horner of 399 Beach St. in Ashland was called forward.

Horner talked about her experiences with living across the street from Lincoln School and said her children often play there. She spoke about how healthy it is for children to have a place to run and play. Horner noted that parkland is all about promoting the health of children and their community.

Gardiner thanked those present for sharing information about the two schools. He stated that the Commissioners would consider the matter and include the item on a future agenda for discussion. Gardiner said providing neighborhood parks within a quarter mile of each resident was not only in the Comprehensive Plan, it was also an APRC goal.

Lewis thanked Mellissa Mitchell-Hooge for her work on the issue. He agreed that the properties should remain as neighborhood parks. He stated that in his opinion, the properties were priceless and said APRC would make a good effort to help resolve the dilemma.

a. Banner Request from Little League (Action)

Dials introduced the request to place sponsorship banners on the outfield fences at Hunter Park. She noted that revenue from the sale of the banners provided scholarships for children who could not afford to participate. Dials indicated that there had been a trial period for the 2014 and 2015 seasons with no complaints regarding the banners. She recommended approval for the season that runs from April 1, 2017, through early July 2017, and asked that the approval process be streamlined to reoccur annually.

Representatives **Alisha Smith** and **DeAnna Oakley** were called forward.

Smith noted the importance of providing positive activities for children. Oakley stated that there were more participants in the program than ever before. She relayed that sponsors were providing baseball games for children in between Little League for youngsters and organized sports for older children. She commented that the games were a stopgap measure to keep children busy and out of trouble and on the team until they are able to participate at the next level.

Discussion Among Commissioners

The Commissioners considered ways to streamline the process while maintaining an annual application process. Landt suggested that the policy be amended to authorize staff to approve banners "until further notice." In that way, staff could review the application to ensure that the approval criteria process had been met.

Gardiner questioned the wording, stating that it implied that there was no limit to the number of years approved. Black advocated for periodic reviews. Landt indicated that the Advertising and Sponsorship Policy did not accurately reflect actual practice. He stated that the approval criteria were adequate but the descriptive language was not.

Landt recommended approval of the Little League's request for sponsorship banners at Hunter Park until further notice. He advised staff to return to the Commissioners if an issue of concern should arise. Black stated that if staff came forward with a concern, it would place them in an awkward position because, in essence, they would be asking that the application be denied. He also suggested using a timeframe as a safeguard.

Moved: Landt moved to approve the Ashland Little League request for sponsorship banners during the season as set and that the approval be renewed every five years. Lewis seconded.

The vote was all yes.

It was agreed that the Advertising and Sponsorship Policy would be reviewed as part of a regularly scheduled review of all APRC policies. In addition to revamping language within the policy, streamlining the process would be given further consideration.

b. Banner Request from the American Legion Baseball (Action)

Dials reported that this banner request was new to Ashland American Legion Baseball, and a first request for banners at North Mountain Park. The American Legion's program provides scholarships for student athletes. Dials recommended approval on a one-year trial basis. In response to a question by Landt, Dials indicated that the sponsorship banners would be placed on fencing that was in both the infield and outfield.

Ken Buccino from American Legion Baseball was called forward.

Buccino applauded efforts by Ashland Little League volunteers to provide funds for those in need. He noted similar needs at the high school level, stating that baseball was an expensive sport.

Buccino described his intention, if approved, to position the banners on the right field fence because the location minimized the advertising impact on those driving past. He estimated that there would be no more than three potential sponsors. He stated that the banners were a way to say thank you to their sponsors and let participants know who was supporting their team.

Gardiner asked about a plan for additional banners should there be a need for more space. Buccino replied that they would most likely use the left field fence as well. He noted that while the left fence would be more visible from the street, it would not obstruct views of the field.

There followed a brief discussion about sight lines and clarification of the exact location - whether the temporary fence on site would be utilized or the taller fence along the foul line.

Motion: Landt moved to approve, on a one-year basis, the American Legion proposal to place sponsorship banners along the right field fence between the foul line and the temporary fencing. Miller seconded.

The vote was all yes.

a. Volunteer & Events Coordinator Annual Update (Information)

Dials reviewed the factors that resulted in the appointment of Lori Ainsworth as Volunteer Coordinator for APRC. She reported that the position began in 2010 with a mission to assist APRC in decreasing reliance on pesticides and herbicides. Because chemical applications for weed control were limited, much of the weeding done in Ashland's parks was completed manually – by volunteers. She said Ainsworth met with volunteers individually to acquaint them with APRC practices and ensure that volunteers were placed appropriately.

It was stated that Ainsworth coordinates forty to fifty work parties each year for work in Ashland's parks, trails, fields and open spaces. She organizes APRC's involvement in special events, such as mountain bike races, runs and other local events. Ainsworth ensures that APRC rules and regulations are followed and APRC approval criteria are met.

Dials concluded by recognizing Ainsworth for the extraordinary level of volunteerism that she administers, with each volunteer recognized and appreciated.

Update:

Ainsworth noted the huge impact volunteers contribute, day to day, in Ashland's parks. She stated that in 2016, volunteers offered their time and expertise in every division of APRC: Nature Center, Senior Center and miles of trails, gardens and parkland.

In 2016, 1,849 volunteers donated 16,364 hours of labor. Instructors lined up to participate in the teaching experience at the Nature Center. North Mountain Park benefited from the work of 431 volunteers who spent 4,075 hours teaching, gardening, researching and grooming the grounds as well as participating in other diverse volunteer opportunities.

Senior Program Food & Friends volunteers logged over 4,803 hours in 2016. Volunteers of all ages can be found at the Senior Center – running blood pressure clinics, offering computer classes and helping with senior activities and holiday events.

103 Recreation volunteers helped with the Cisco de Mayo celebration, adaptive golf lessons and recreation classes. They also hosted seasonal activities at the ice rink and outdoor pool. 1,213 volunteers logged over 5,341 hours in 2016 in weeding, removing invasive species and maintaining the trails. Ainsworth reported that there were 47 work parties, down slightly from the previous year due to inclement weather.

The Ashland Youth Conservation Corps participates in the summer land stewardship program for middle school and high school students. Entering its sixth year, it continues to be a popular program where students earn community service hours, learn about environmental restoration and provide grounds maintenance, including removal of invasive species. The time, energy and support volunteers provide to APRC every day is invaluable.

Lewis highlighted the significant achievement of the Senior Program's 39 volunteers who dedicated over 4,000 hours in 2016. Ainsworth explained that the Food & Friends volunteers, including Meals on Wheels drivers, are a significant factor. She added that the Senior Program provides a myriad of other programs and services.

Black highlighted the 47 work parties – noting that that was almost a work party every week of the year. The number of those participants was impressive, given the population of Ashland. Ainsworth further emphasized the diversity of participants, noting as an example that OSU students would soon be spending their "alternative spring break" volunteering at North Mountain Park.

Landt asked about a national standard or established ratio of coordinator hours to the number of FTEs (full-time equivalent) employees. By his calculations, volunteers provided the work of eight employees.

There followed a brief discussion about ways to measure the productivity. Black stated that the cost savings amounted to approximately \$17.00 to \$18.00 per hour of benefit. Ainsworth indicated that there might be Federal standards and she volunteered to research the matter.

a. ***Project Updates (Information)***

McFarland welcomed Project Manager Jason Minica and invited him to speak.

Minica displayed pictures of projects completed or underway in the 2016/2017 biennium.

➤ Garfield Park

Minica talked about the progress at Garfield Park – a large project underwritten by a revenue bond. He stated that the basketball courts, volleyball courts and water park were well underway. The project, estimated to cost approximately \$890,458, was slated for completion by the end of May. Expenditures to date were \$364,918, with \$525,539.16 remaining. Minica noted that the project was expected to come in under budget.

➤ Hunter Park

The playground at Hunter Park was described next. The newly installed equipment includes a Forest Service truck, a stand and spin structure and rocking bears for toddlers. A toddler/parent swing set is in use. A ramp that will lead to a large play structure will make the area handicapped accessible.

The budget for Hunter Park was \$70,000 and expenses were \$69,448.34 so the savings came in at \$380.67.

➤ Ashland Creek Park

A shade structure for picnic tables was ordered and received. Staff expected to install it with the return of good weather. Once completed, the sheltered area would be fourteen ft. by thirty ft. The budget for the shelter was \$20,000 and expenditures were at \$7794.00. The remaining \$12,206.00 would pay for installation of the pad and the setup of picnic tables. Minica said he anticipated the project to come in around \$10,000 under budget.

Landt clarified the flower bed mentioned for Garfield Park. He noted that flowers are labor intensive and costly compared to other types of vegetation. Landt supported the placement of shrubs that would provide protection from an elevation change and efficiencies of labor.

Lewis inquired about the bike station at Garfield Park and the type of shade shelter that would be placed in that area. Minica noted that construction of the shelter would occur soon and the bike station would be covered with permanent roofing rather than a shade cloth.

c. RFP for Lithia Park Master Plan (Action)

Black referred to the staff report regarding approval of the RFP (request for proposal). The Lithia Master Plan Subcommittee had completed work on the RFP, formulating a list of goals and objectives for the project and outlining the scope of the project and proposed timelines.

Black reviewed the categories linked to the goals and objectives. They were as follows:

- Lithia Park Infrastructure
- Master Plan Public Involvement
- Lithia Park Circulation/Transportation
- Lithia Park Interface and Environment
- Lithia Park Historic/Aesthetic
- Lithia Park Policy
- Activity and Lithia Park Usage

Black said objectives describe actions that must be undertaken to achieve the goals listed under each category. Specific deliverables detail what the consultant is expected to provide APRC as a part of the development process and at the conclusion of the project. The types of communications throughout the process are described, and expectations regarding methodology are specified.

Black indicated that the draft RFP would include some last-minute minor changes. He asked that the Commissioners approve the draft so the process could move forward, with the understanding that the goals, objectives and timelines would remain inviolate. Black stated that sentences would be added to clarify APRC's intent. The deliverables would then be detailed as a list.

The new sentences would read: "The proposer is expected to independently recommend a plan that would address all of the goals and objectives of the RFP. It is at the proposer's discretion to suggest a method to accomplish all of the objectives including APRC's desired plan and policy outcomes. However, APRC has identified at least the following elements that will be expected to be included in the final set of deliverables:

- Structures proposed and existing uses
- Circulation for autos, pedestrians, cyclists and domestic animals
- Parking management
- Stormwater management
- Pollution reduction
- Energy efficiency
- Natural resources
- Interactive interpretive mapping and wayfinding
- Zoned maintenance
- Historic preservation, maintenance and replacement
- Public art and entry elements
- Natural disaster update
- Recommended policies to support the goals of the Master Plan

Black explained that the intent was to obtain plans for each of the areas listed, or at least a series of combined plans.

Black relayed the timing for the RFP, stating that the Subcommittee hoped to publish the RFP in April if approved by the Commissioners. The deadline for receipt of the proposals would be two months from the date the document was made available to the public. Once received, contract negotiations could begin. The contract would then be awarded upon approval of the Commissioners. Black estimated that the entire Master Plan process would take a year or more to complete.

Commissioner Discussion

Landt asked that the Commissioners approve the RFP goals and objectives with the acknowledgment that there would be some minor revisions after approval. He noted that the timeline would not include a specific date as a deadline; rather, it would close two months from the time it was made public.

Landt noted that problematic wording would be revised because it would set the tone for the entire process. Black stated that there would be attachments to the RFP as well; he cited the March "Park View" article in the Ashland Daily Tidings about the Lithia Park Master Plan as an example.

Motion: Landt moved to approve the RFP goals, objectives and two-month timeline from the time when the RFP is publicly distributed. In addition, the RFP for the Lithia Park Master Plan Update was moved for approval with the understanding that there would be some minor changes to the document before its finalization. Miller seconded.
The vote was all yes.

d. Two-Year CIP Approval (Action)

Black stated that because the budget was still in process, the CIP (Capital Improvement Plan) should be approved provisionally.

The list of CIP projects evolved from the Commissioners' goals and objectives for the 2017/2019 biennium. They were as follows:

CONTINUING PROJECTS

- Butler-Perozzi Fountain
- Lithia Park asphalt
- Hunter Park asphalt overlay
- Calle Guanajuato improvements (bond repayment)
- Garfield Park upgrade
- Lithia Park Master Plan
- Second Dog Park construction
- Project manager
- Land acquisition
- Ashland Creek Public Works requirement
- The Grove admin-office remodel (placeholder)
- Winburn Way sidewalks (placeholder)
- Trails and Open Space Update

Black reported that The Grove admin/office remodel originally was funded so that all APRC staff could be housed together. During goal setting, the project was not prioritized. Black asked the Commissioners for direction regarding listing the project as a placeholder or holding it for the CIP in the next biennium.

Landt stated that in his opinion, because of budget restrictions, his preference would be to look at it again in the next biennium. Black stated that he would keep a list of possible projects for the next biennium but it would not be listed in the CIP.

NEW PROJECTS

Black explained that the new projects were those that had been prioritized. Budget estimates had been prepared because if not listed in the budget, money would not be allocated, nor sources of funding identified.

Daniel Meyer Pool Cover and Re-build

Black noted that a general obligation bond would be proposed as the source of funds for the improvements to the Daniel Meyer Pool. The project was estimated to cost approximately \$3,250,000.

Transfer to Park General Fund for Maintenance

Black relayed that in 2016, the restrictions regarding the use of Food and Beverage tax funds (F & B funds) had been modified to include using money for general maintenance. The F & B funds were originally limited to new projects and/or major remodels. The change would facilitate funding for projects that had been too small previously. \$140,000 had been identified as necessary for a transfer into general operations for maintenance expense.

North Mountain Park Nature Play Area

The Nature Play Area was another project that was not prioritized. Black suggested that because the source of funding would be a grant, he would like to keep the project earmarked as a potential project should a grant come through. No matching funds were currently identified in the CIP. No dollars had been set aside.

Master Plan for Parks Shop/Yard Areas; Dog Parks; Skateboard Park

Black noted that \$75,000 had been set aside in the CIP to be accessed the second year of the biennium. He stated that there were too many projects slated for the first year, making it unlikely that a master plan process could be initiated during that timeframe.

Neighborhood Park Development (Replacement of YMCA)

Black noted that this was a placeholder, with \$750,000 earmarked for replacement of the YMCA park if needed.

Oak Knoll Improvements (Irrigation, Fairways and Greens)

\$70,000 was set aside for irrigation improvements. Black noted that having the money dedicated for that purpose rather than waiting to find the funds if an emergency occurred was helpful.

Resurface/Reclaim Tennis and Pickleball Courts

Black indicated that he had been hoping to work with other organizations to identify tennis courts that could potentially be retrofitted as pickleball courts. He stated that \$55,000 would be dedicated for resurfacing four full-sized tennis courts. He stated that a retrofit would cost approximately \$12,000 apiece, with \$7,000 as contingency funds.

Black stated that an email from Commissioner Heller seemed to be referring to a new pickleball facility. He announced that he would read the email into the record.

Restoration of Beach Creek Below the Pedestrian Bridge

This project was prioritized at an estimated cost of \$50,000. The area was a newly renovated site that was destroyed in a series of unusual rainstorms. The funds would be dedicated to repairs.

Commissioner Discussion

Landt asked about the Ashland Pond project that had been prioritized but was not listed in the CIP. Black replied that preserving the property as a wildlife refuge area could be completed in-house without the purchase of additional property. He stated that the project would entail the negotiation of access easements with private property owners. For that reason, the \$1.8 million set aside for land acquisitions included purchasing access rights. He stated that the project was listed as a priority in the biennium goals.

Lewis asked about the process to obtain a general obligation bond for the Daniel Meyer Pool. Black explained that the proposal for a bond would be presented for approval by the Commissioners and by the Ashland City Council. The next step would be to prepare a plan, a budget and a timeline that would meet requirements for a bond. If

approved in May, a campaign for public awareness would be conducted throughout the summer. The bond request would be placed on the November ballot for public approval.

Black talked about the timing for the bond request, noting that the City was preparing to ask for a bond to pay for seismic upgrades. The School District would be requesting approval for a much larger bond for their needs in 2019. The School District had asked for a discussion with APRC regarding three bonds in quick succession given the uncertainty of public approval.

In response to a question by Miller, Black noted that one of the financing options would be to combine the bond requests. The benefit to APRC would be a larger reach – support that could come from outside the Ashland City limits. Black stated that he was confident that the options could be explored and a recommendation prepared to place before the Council on May 1, 2017.

Sources of Revenue

1. Food and Beverage Tax

Black reviewed the sources of funding available to APRC. The Food and Beverage tax provides the majority of funding for capital improvements that are not financed by a bond, donations or grants. Revenues are restricted to property acquisition and major capital improvements. With the new rules, there is also the flexibility for a portion of the funding to be dedicated for general maintenance if necessary.

Black noted an ending fund balance of approximately \$350,000. Due to regulatory changes in 2016, APRC was expected to get a larger portion of the Food and Beverage tax funds – changing from 20% of the proceeds to 25% of the proceeds. Black estimated that the funding would provide the CIP with approximately \$730,000 the first year of the biennium and \$756,000 in the second year of the biennium.

2. Systems Development Charges (SDCs)

Black explained that revenue from SDCs received from the City of Ashland were a portion of charges from building fees and building permits for new construction. The money was dedicated to new infrastructure for Parks.

The ending fund balance for SDCs was at \$293,000, with \$50,000 in new revenue expected for the year.

3. General Obligation Bonds/Revenue Bonds

The third source was bond revenue. If the City of Ashland approved, the bond request would be placed on the ballot for approval by the citizens.

Black reported that there was a potential for bond revenues for the first year of the 2017/2018 biennium. Pool renovations and the possible acquisition of the Imperatrice Property, early in the biennium, would affect plans for the funding. Black estimated that \$4.5 million would be needed for fiscal year 2017/2018, with funding for the second year at \$950,000.

Black presented a chart depicting all sources of funding by year. Looking ahead, SDCs provide a very small amount of revenue (\$394,500) while bonds are an outsized portion (\$7,654,190). F & B funds continue to be a major source of revenue (\$1,834,690).

Landt stated that in the past, there was a significant carryover in CIP money but the funds were not readily apparent for this budget cycle. Black relayed that carryover in the CIP was approximately \$693,000. He noted that

money would be spent on the projects that were underway. This carryover was included in the ending fund balances. For the years 2016/2017, \$293,000 came from SD's and \$350,000 from F & B revenue.

Total resources for the upcoming biennium were at \$1,834,690, with funding requirements of \$1,625,000. The difference of approximately \$200,000 would be listed as a contingency fund. Black emphasized that there were no holdover funds from bonds – and that bond revenue would be for the amount needed only.

Black spoke about the F & B commitments: the bond repayment for the Calle Guanajuato of approximately \$40,000 per year and the Garfield Park bond repayment of approximately \$97,000 per year until fiscal year 2026. He said the Garfield Park obligation would be paid in its entirety before the repayment for the Calle. Money had been set aside for the CIP project manager along with a proposed transfer of \$140,000 for general maintenance. Black stated that the maintenance transfer would help offset the extra PERS expense and the insurance payouts.

Black read an email into the record from Commissioner Heller as follows:

Dear Fellow Commissioners and Michael,

I'm very sorry (and a bit frustrated) to miss this meeting, Monday eve. This is my last spring break with my Senior daughter and we had planned to visit colleges in Az, before I became commissioner. I hope that this can help to express some of the concerns I would have raised if I were able to be there.

I wanted to express my hopes that the amount of funding for pb (pickelball) courts, can be significantly increased. As I mentioned in my research, \$180,000 was a ballpark figure for construction, and that's what I assumed it would be funded when we did the dotmocracy.

My recollection and understanding was that among the goals there was the option of building courts or if SOU was willing to donate and share their courts, the cost might be very significantly diminished. If it were to work out with SOU, that would be great, and I would support returning excess money to other priorities. But, it seems foolish to plan on that ideal solution at this point in the process when we have no commitments.

On a weekly basis, I have citizens asking me how it's looking for dedicated pb courts in Ashland (remember there are over 100 players in our area) and whether they should show up to meetings, write letters, etc. Up till now I have been telling them it appears to be on course, and they didn't need to be vocal with their concerns. (45 people showed up for a Y meeting to discuss pb use of the gym.)

I would ask that in light of our limited financing, we shift \$100,000 from the property buying fund to help make pb courts a reality. 900K to 800k, would not radically change our ability to consider properties, but it will ensure funding for six courts. It also seems to me that funding for creating a dog park is quite generous and perhaps there is some wiggle room there.

Hoping that my fellow commissioners can address this in my absence so that we don't have to hear from frustrated citizens who find out that Grants Pass can make it happen, to the tune of \$200,000, and we can't get to \$150,000.

I apologize again for the unfortunate timing of my last spring break with my daughter and hope that my fellow commissioners and Director Black can adjust the funding numbers to reflect what I thought we were addressing. I remain optimistic that we can find a way to approach this in this biennium.

Thanks for your consideration...

Black described the funding restraints of the various pools of money. He talked about the Dog Park, indicating that in his opinion, the second dog park was not generously funded. He detailed the complex mechanisms that had been initiated to pay for the second dog park.

Gardiner asked for any further comments by the Commissioners regarding the proposal for a pickleball facility. There were none.

Discussion Among Commissioners

➤ *Paving Projects*

In response to a question by Landt, Black replied that there were two parking lots at Hunter Park of which one was slated for new asphalt. He stated that a decision as to which one would depend upon the greatest need at the time.

Landt proposed that the asphalt paving be placed on hold until the swimming pool renovations were completed. He noted that running heavy equipment over a newly paved area could be problematic. Landt suggested that the paving project for Lithia Park be held as well, noting that the Lithia Park Master Plan would address the park's needs.

There followed further discussion about the priorities for the two paving projects. Black indicated that there had been no reported emergencies because of the condition of the asphalt in those areas. He agreed that placing the projects on hold was appropriate.

Landt suggested that any excess be used for land acquisition. He relayed that in his opinion, additional funding for land acquisition might be needed, given the number of projects underway and the number of projects scheduled for the upcoming biennium.

➤ *Pickleball*

Gardiner spoke affirmatively about the prioritization process. He stated that it was an objective way to rank individual projects after a thorough vetting by the Commissioners. Gardiner supported the 2017/2018 CIP with the funding currently allocated for pickleball courts.

Landt responded that there were a number of new sports gaining ground. He explained the permaculture design principles used by APRC wherever possible - noting that multiple uses for a single element increased efficiencies – in this case refurbishing tennis courts to better accommodate pickleball. Landt advocated for continued attention for all new sports (pickleball, bike polo, indoor soccer and others), including information gathering and data collection that allowed APRC to move forward in the most expeditious ways.

➤ *Nature Play Area*

Landt inquired about the \$15,000 in matching funds for the project. Black replied that the project was not prioritized by the Commissioners and therefore no funds had been set aside for that purpose. Lewis referred to a previous conversation about the Oak Knoll Golf Course irrigation project and the requirement for matching funds if a grant to build the play area was to be pursued.

There followed a brief discussion about provisions for the project. Lewis stated that not allocating matching funds would reduce the potential for a successful grant. Black indicated that the Commissioners could decide to set aside the money prior to final approval. Once the CIP was approved, no changes could occur until the next biennium.

Gardiner identified the two \$15,000 asphalt line items that had been put on hold.

Landt reminded the Commissioners that they had agreed to focus on a small group of key goals. He stated that while the \$15,000 was reasonable, it was the staff time involved that was a concern. Landt explained that there were now eleven projects and adding another would dilute the focus on the priorities. Lewis responded – noting that the project was small in comparison with others in the CIP and the amount of time and effort would be limited. If grant funding was not awarded, then the matching funds could go back into the CIP.

Landt acknowledged that the majority of work on the grant would be completed by Nature Center Manager Libby VanWyhe, limiting the project manager's time spent on the project. He expressed an additional concern regarding the amount of matching funds required, stating that the percentage of matching funds could change. Black compared the risk, stating that the question would be weighed when the grant was awarded.

Landt highlighted the value in supporting staff. He stated that he could agree to split the asphalt funding, with \$15,000 going to land acquisition and \$15,000 set aside for matching funds should a grant be awarded.

The two asphalt projects would be closed until revisited at a future date. The following vote approved the changes to the CIP:

Motion: Gardiner moved to approve closing the Hunter Park asphalt project and the Lithia Park asphalt project and transferring \$15,000 into the land acquisition fund and \$15,000 into the Nature Center Nature Play project. Landt seconded.

The vote was all yes.

Discussion Among Commissioners

Black asked that the CIP be provisionally approved pending completion of the budget process and approval of the budget.

Motion: Gardiner moved to conditionally approve the 2017-2019 CIP. Miller seconded.

Discussion

Landt expressed discomfort with the \$140,000 F & B transfer of funds for general maintenance. He stated that a portion of the APRC budget had been withheld by the City, with a commitment to transfer the money as needed. Now that the funds were no longer available, the ending fund balance for APRC was at zero. Consequently, radical cuts to the operational budget had to be made – impacting the next biennium as well.

Gardiner commented that the City was unable to meet the commitment. The transfer of funds from the CIP to Maintenance was a stopgap measure to balance the budget.

Black stated that there would still be a deficit of approximately \$313,000 even with the transfer of funds from the CIP. He reiterated that the intent was to move forward with as small a deficit as possible. We will ask the City to fund the deficit. If the City had fully funded APRC for the current biennium, there would have been approximately \$200,000 in reserves. Black added that he would ask the City to cover the deficit in the next biennium, providing further details about the actual deficit and the budget shortfall.

Lewis suggested discussing the deficit with the City at the joint meeting with the City Council on May 1, 2017. He commented that the F & B tax would sunset, making it imperative that there be no reliance on those funds for operations. He stated that APRC was in an emergency situation.

Black noted that a concerted effort had been made to reduce the deficit. He stated that the number of temporary personnel had a direct effect on the amount of projected revenue. Black indicated that another trouble-spot was the cost of water. Due to the breakdown of water pipes, water for the last biennium had created a budgetary shortfall of about \$200,000. Everything possible was being done to prevent more breaks in the future. He disclosed that new hires had been delayed as a tactic to recover from such emergencies.

Landt emphasized the value of parkland. He observed that staff has been asked to do more with fewer resources. While they had responded admirably, the time had come to talk with the Budget Committee about balancing the budget.

Motion: Gardiner moved to conditionally approve the 2017-2019 CIP. Miller seconded. The motion failed.
The vote was five against.

There followed discussion focused on ways to avoid transferring money from the CIP into the operating budget. Black committed to doing everything possible to balance the budget without the \$140,000 if so directed.

Motion: Gardiner moved to approve the 2017-2019 CIP provisionally without using the Food and Beverage tax funds to balance the budget. Landt seconded with a friendly amendment that the \$140,000 be placed into a contingency fund.

The motion was all yes.

SUBCOMMITTEE AND STAFF REPORTS

- ***Report on Signs, Plaques, & Memorials Subcommittee Meeting***

Lewis said he and Commissioner Heller attended the Signs, Plaques & Memorials Subcommittee meeting on the 14th of March and heard a presentation by Bob Black of Trails West. Black asked the Subcommittee to consider the placement of an Applegate Trail Marker at Ashland Creek Park. The area was a camping spot for the first Applegate group that came through Ashland in the 1800s. Bob Black referred to a camper's excerpt from a journal written at that time. He said the plaque's manufacturing would be handled in its entirety by Trails West. Lewis said the subcommittee approved the trail marker and its installation, which would be handled by APRC staff.

Lewis said subcommittee members also discussed alternatives to memorials on benches or plaques in Lithia Park. A pollinator garden was discussed for a specific memorial. Possible alternative sites were identified such as plaques embedded in picnic tables or a memorial wall.

Landt cautioned against creating gardens that required maintenance. Lewis replied that a lavender garden was a new idea that would require limited maintenance but any further discussion would include the need for an endowment for maintenance.

Lewis stated that the Signs, Plaques and Memorials policy was in need of some editorial changes. He stated that the Subcommittee would prepare suggestions for consideration by the Commissioners.

ITEMS FOR COMMISSIONERS

Gardiner authorized the creation of an Aquatics Subcommittee. He appointed Commissioners Gardiner and Miller as members.

UPCOMING MEETING DATES

Study Session on April 17, 2017@ The Grove, 1195 E. Main—5:30 p.m.

Regular Meeting on April 24, 2017 @ Council Chambers, 1175 E. Main—7:00 p.m.

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

ADJOURNMENT INTO EXECUTIVE SESSION

By consensus, Gardiner adjourned into executive session at 9:55 p.m.

Executive Sessions pursuant to ORS 192.660 (2)(a) and ORS 192.660 (2)(e)

ADJOURNMENT OUT OF EXECUTIVE SESSION

By consensus, Gardiner adjourned out of the executive sessions at 10:56 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:56 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 available upon request.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

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MEMORANDUM

TO: APRC Commissioners

FROM: Jeffrey McFarland, Interim Parks Superintendent

DATE: April 18, 2017

SUBJECT: Annual IPM Policy Review (Action)

APRC staff will present the annual IPM policy review on Monday, April 24. It will include new IPM data from 2016. Key staff participating in this presentation will be Park Tech IIs Joe Hyde, Rob Parks and Wes Casale; Golf Course Superintendent Laura Harvey; and Recreation Manager Lonny Flora. Each will make brief presentations for their divisions that include successes and challenges associated with the policy.

APRC staff will recommend a motion to renew all existing exemptions in the IPM policy for the next year. They will also request one additional exemption to allow spraying as needed for maintaining the 3.4 miles of new granite cart paths at Oak Knoll Golf Course.

Home of Famous Lithia Park



Integrated Pest Management Policy

Ashland Parks and Recreation Commission

Adopted by the Ashland Parks and Recreation Commission

May 24, 2010

Revised on:

February 28, 2011

June 27, 2011

February 27, 2012

April 22, 2013

April 28, 2014

Policy Revision

Per commission approval on February 28, 2011:

The commission unanimously authorized staff to replace synthetic pesticides in all Ashland parks with organic products, using the application standards outlined in the existing Integrated Pest Management Policy, with the exceptions of Oak Knoll Golf Course and poison oak in summer months.

Policy Revision

Per commission approval on June 27, 2011:

The commission granted approval for 1) the Integrated Pest Management Policy to be amended to include the following in the Special Situations Restricted Areas policy section: No spraying in all parks from Memorial Day to Labor Day, with Organic Materials Review Institute (OMRI)-approved herbicides exempt from this provision; and 2) at the next scheduled annual review of the IPM Policy, staff to present a revised policy that incorporated changes consistent with the use of OMRI herbicides.

Policy Revision

Per commission approval on February 27, 2012:

The commission unanimously approved allowing for the use of non-synthetic pesticides, per label instructions, in all parks at staff's discretion with the exception of limitations imposed by other regulatory bodies. They further approved changing signage requirements to allow informational signs to be posted at the time of application only and eliminating date restrictions for applications of non-synthetic pesticides to allow for their use throughout the year per label instructions.

The commission unanimously approved allowing staff to use synthetic pesticides only as a last resort to create a safe playing environment at the infields of North Mountain Park.

Policy Revision

Per commission approval on April 22, 2013:

The commission approved modifying the integrated pest management policy to allow for an exemption request outlined by staff: use of synthetic herbicides on north entryway medians for safety purposes.

Policy Revision

Per commission approval on April 28, 2014:

The commission approved, for the 2014 season only, allowing a Parks IPM policy exemption for staff use of non-organic herbicides in two requested areas: the pitching warm-up area and the warning tracks at North Mountain Park.

Introduction to Policy

The Ashland Parks and Recreation Department follows an Integrated Pest Management Policy adopted by the Ashland Parks and Recreation in 2010.

According to Oregon Statutes (ORS 262.1), Chapter 943, an IPM is defined as follows:

“Integrated pest management means a coordinated decision-making and action process that uses the most appropriate pest control methods and strategies in an environmentally and economically sound manner to meet pest management objectives. The elements of integrated pest management include: (a) preventing pest problems; (b) monitoring for the presence of pests and pest damage; (c) establishing the density of pest population, which may be set at zero, that can be tolerated or corrected with a damage level sufficient to warrant treatment of the problem based on health, public safety, economic or aesthetic threshold; (d) treating pest problems to reduce populations below those levels established by damage thresholds using strategies that may include biological, cultural, mechanical and pesticidal control methods and that shall consider human health, ecological impact, feasibility and cost effectiveness; and (e) evaluating the effects and efficacy of pest treatments.”

The IPM process first determines if a pest needs to be managed, and if so, how best to do it. Key elements are information gathering, decision making, management action, and monitoring of results. IPM uses effective, low-risk strategies and practices. Management actions include cultural, physical, mechanical, manual, biological, and pesticidal. Licensed and trained Parks Department professionals often select a combination of methods (pesticide applications being the method of last resort) to manage specific pest populations on a case-by-case basis, with a goal of reducing reliance on pesticides. Methods employed conform to recognized standards established and endorsed by state and federal regulatory agencies, state educational institutions, and organizations such as the Western Integrated Pest Management Center.

Examples of IPM within the Parks Department include:

- Mulching of planting beds to reduce establishment of weeds.
- Utilizing plants with natural resistance to pests.
- Volunteer use for hand weeding, trimming, mulching, and more.
- Design features to include concrete curbs, mow strips, and landscape designs.
- Proper mowing, irrigation, and fertilization of park turf to increase vigor and reduce weed populations.
- Application of selected herbicides to control invasive weeds before seed formation to prevent future weed infestations.
- Release of natural biological controls to control non-natives such as plants and insects.

- See attached list of pesticide reduction suggestions.

Integrated Pest Management Policy

Ashland Parks and Recreation Department's Integrated Pest Management Policy is based on park planning and design, manual maintenance, ecological controls, and, as a last resort, use of chemical pesticides. The department will work to reduce or eliminate the use of pesticides and will conduct an annual review of pest management activities, which will include written suggestions to the Parks Commission for the further reduction of pesticides and for alternatives to their use.

Pesticide Use

Any pesticide use will be part of an IPM approach. Risk will be minimized by careful product selection and application. When developing and updating the IPM program, Parks staff will rely on current peer-reviewed scientific opinion about potential materials and methods, including science-based information from regulatory agencies, state university departments, university extension scientists, and other experts.

- The choice to use pesticides will be based on human and ecological health and the values to be gained or preserved. Budgetary and human resource factors will also be considered.
- Only the safest, lowest toxicity products available will be used. Pesticides use will comply with all local, state, and federal regulations. No "restricted use" pesticides will be used.
- The area will be posted 48 hours in advance of the application, with signage remaining a minimum of 48 hours following the application, depending on the re-entry time specified on the pesticide label or MSDS sheet.

Oversight and Training

- A minimum of one Parks or Golf employee will be trained and licensed as an Oregon Licensed Pesticide Applicator and will be designated by the department director to be responsible for overseeing and authorizing all pesticide use by Parks and Golf division staff. No pesticides will be used without a Licensed Pesticide Applicator on staff.
- No employee will use or apply any pesticide without prior training.
- No employee will use or apply any pesticide mechanically or by hand without event-specific authorization.
- All Parks and Golf Division employees who apply pesticides will attend an annual review of policies, procedures, and reduction strategies regarding the use and applications of pesticides.

- All pesticides will be stored in a safe, labeled, secure environment. The Parks Superintendent and Licensed Applicator will have exclusive access to the area.
- Violation of any of these policies or guidelines by Parks or Golf Division staff will be grounds for disciplinary action.

Reporting and Review

The Parks Director will oversee an annual review and will present the results to the commission. The report will include water quality test results and results from any other testing conducted; comparisons from previous years' spreadsheets showing amounts and locations of pesticide applications; and will recommend specific locations, management activities, cost, and targets for reductions or elimination of pesticides.

- The Parks Commission may consider updating the IPM policy during the fiscal year as new peer-reviewed scientific information about pesticides, including inert ingredients, becomes available and as other management choices develop.
- Written record on Form 1A will be filled out after each application (attached).
- MSDS sheets will be made available to the public.
- The elected Ashland Parks and Recreation Commission will serve as the overseeing board for this policy.

GUIDELINES

PESTICIDE SOLUTIONS AND RINSES

Following are elements to consider before beginning an application. These elements will help determine the proper amount of pesticide to mix.

- Weather conditions and predictions. Call National Weather Service at 541-779-5990.
- Acreage / square footage of the job site.
- Calendar: special events, mowing, irrigation, and so on.
- Type and size of the equipment appropriate to do the job.

When applying a pesticide, use the following procedures to reduce and safely store the rinse solution. These are secondary to label information and State and Federal regulations.

- Mix only enough pesticide solution to do the job that day.
- First add measured amount of water to tank, then put in correct amount of herbicide according to label specifications.
- Use up all pesticide, applying until the tank is empty or no more solution is coming through the nozzle.
- If pesticide mix remains, completely label the tank or sprayer with labels for the products used. Also mark the current concentration for each product, the date, and the name of the applicator.
- When resuming spray applications the next time, either use the leftover material, or add dilution water and circulate the mix thoroughly before adding new concentrate.
- If spray tank rinsate is created, store the rinsate as make-up water for the next day. The next day's pesticide should be compatible or the same. The same labeling requirements pertain to the rinsate mix.

Rinse the sprayer if the following conditions apply:

- It is necessary to use a pesticide incompatible with that previously used.
- It is the end of a spraying cycle.

Use the following rinse process:

1. Read the pesticide label. The following should not conflict with label information or State or Federal regulations. Contact your supervisor if you see a conflict or have questions.
2. Wear protective clothing, as listed on the label when handling pesticides, pesticide containers, or pesticide equipment.

3. Fill the spray equipment approximately 1/4 full with clean water. Shake or agitate so that all inside surfaces are washed. If possible use the spray hose to rinse the inside surface of the tank. These procedures should coincide with all labels.
4. Spray the rinse water out of the spray equipment onto an approved target area. Rinse water should be run through all hoses, booms, etc. Filters should be cleaned. Because of the dilute nature of the pesticide in the rinse water, a coarse spray can be used and is recommended to save time. Do not "pond" or saturate the soil.
5. If the tank is to be stored, repeat step 3 and 4 above until the tank is clean.

PESTICIDE SAFETY

- The area will be posted 48 hours in advance of the application, with signage remaining a minimum of 48 hours following the application, depending on the re-entry time specified on the pesticide label or MSDS sheet.
- Containers will be triple-rinsed, then punctured to make sure they are not reused.
- Any spills will be cleaned up immediately and reported to a supervisor for proper handling of material.
- Personal protective equipment (PPE) will be worn according to label on product and MSDS sheets (e.g., rubber gloves, goggles, long-sleeved shirts).
- Employee will change clothes before interacting with non-work associates such as family and friends.

PESTICIDE REDUCTION OPTIONS

Volunteers – to be used for:

- Weeding
- Mulching
- Trimming

Mulch – reduce weed growth and labor costs; minimal budget impact

Labor – staff and volunteer crew to manually trim edges. Potential large budget impact if staff and volunteers manually edge and use less spray

Annuals to Perennials – better ground cover, minimal labor, minimal budget impact

Burners – burn weeds using Parks labor; possible safety issues

Ground Covers – labor to establish weeding; higher initial costs but less expensive once established

Hardscape – curbs, walks would require high initial investment but this would serve as long-term solution to problem spots; initial high budget impact

Landscape Design – less formal, non- native; lower initial cost but higher costs to maintain until plants are established

Park Branding – As part of the pesticide reduction process, a park logo will be designed to inform the public about pesticide-free areas. Communication will occur through the City of Ashland Web site and classes will be offered to share information and ideas with the public.

Equipment Use Where Possible – higher cost to purchase; efficient use of labor; able to treat large areas

Lawn Height – help shade weeds

Irrigation Changes – initial cost of labor and materials; long-term solution; more maintenance required for smaller heads

Goats – problem with containment in terms of what is eaten (both desired and non-desired species consumed)

Forestry Areas – 99% spray free since 1992; manually controlled

SPECIAL SITUATIONS

RESTRICTED AREAS

- No applying pesticides within or 50 feet from a playground, community garden, wetland, stream, or picnic tables.
- No spraying in all parks from Memorial Day to Labor Day.
- No general treatment of broadleaf weeds in turf areas in parks.
- No treatments inside Dog Park area. If applications are needed, the area will be closed to dogs and users until re-entry is permitted (as outlined in chemical use guidelines). Advance notice shall be given to the users about the closure of the Dog Park.
- Any other park area designated as pesticide free.
- Spraying for hornets and wasps in all areas (for visitor safety) exempted.
- If an emergency situation arises and pesticides are needed, the Parks Commission can grant an exception to the policy.

GOLF COURSE

- The golf course will occasionally require use of higher toxicity products to keep the quality of the greens and tees playable. If toxicity is higher than table salt (LD 50 = 2,500), the course will be posted at the clubhouse and at the first green or tee that is treated.
- The Golf Division will follow the same guidelines established for the Parks Division.
- MSDS sheets will be posted in golf course club house.
- Greens #4, 6, 7 and tee boxes #4, 5, 7 will be exempted from the 50-foot setback from water.

PESTICIDE APPLICATIONS BY NON-PARKS AND RECREATION EMPLOYEES

In special circumstances, when a certain area needs to be addressed in a specific fashion, pesticide applications by non-Parks Department staff will be approved:

Employees of commercial pesticide operator companies:

Employees of commercial pesticide operator companies possessing valid state pesticide applicator licenses will be considered for approval to apply pesticides to Parks Department property.

- The licensing variance must be specifically approved by the Parks Department's Licensed Applicators.
- The work must occur under the direction of a contractor-supplied, fully licensed supervisor.
- Before approval, there must be evidence that all trained and licensed applicators have sufficient previous pesticide application experience and a safety record to satisfy the Parks Department's approval process. Acceptable application experience may vary, but will be of sufficient assurance to Parks Department of employee competence and knowledge of safe work practices. Three to five months is a likely minimum experience interval for approval. Inexperienced trainee licensed applicators will not be allowed to apply pesticides to park land.

Contractors must satisfy all of the standard applicable city contractual language pertaining to pesticide applications. These subjects may include safety precautions, liability issues, and other responsibilities. These issues are dealt with in the contract language agreed to before the project commences by both city representatives and the contractor.

The performance record of contracting businesses applying pesticides to Parks Department lands shall also be regularly reviewed by Parks Department. This review shall include an examination of past work and safety performance.

Employees of the county vector and nuisance control agency:

The Parks Department understands that there may be situations where the county vector and nuisance control agency has the need to apply pesticides to city property as part of their mandate to further public health goals. Communications from this agency stating their need for pesticide use for these purposes on park land will be responded to by the Licensed Applicator in a timely manner. Licensed public health endorsed applicators will be considered for approval to apply pesticides to Parks Department property. The Parks Department and the county will work together to arrive at mutual agreements for activities that address public health goals and good environmental stewardship.

**Ashland Parks and Recreation Commission
Regular meeting of February 28, 2011**

By motion, the commission authorized staff to replace synthetic pesticides in all Ashland parks with organic products, using the application standards outlined in the existing Integrated Pest Management Policy, with the exceptions of Oak Knoll Golf Course and poison oak in summer months.

**Ashland Parks and Recreation Commission
Regular meeting of February 27, 2012**

By motion, the commission approved a revision to the Parks Commission's IPM policy to allow for the use on non-synthetic (organic) pesticides, per label instructions, in all parks at staff's discretion with the exception of limitations imposed by other regulatory bodies. They further approved changing signage requirements to allow informational signs to be posted at the time of application only and to eliminate date restrictions for applications of non-synthetic (organic) pesticides to allow for their use throughout the year per label instructions.

By motion, the commission authorized staff to utilize synthetic pesticides *only as a last resort* to create a safe playing environment at the infields of North Mountain Park.

City of Ashland
PARKS and RECREATION DEPARTMENT
340 S. Pioneer Street Ashland, OR 97520

Pesticide Application Record (PAR)
(to be kept for 3 years)

Applicator: _____ Date of Application: _____

Time of Application: _____ Hour(s) Spent Applying Pesticides (X.XX): _____

Name of Park or Property: ENTER ONE CODE per Application Record: _____

Area Treated: CIRCLE ONE OR MORE below and/or fill in the blank:

TW- **treewells** FL-**fencelines** CR-**Cracks** BL-**bleachers** SH-**Shrub beds**
P-**Ponds** DU-**Dugouts** BF-**Baseball fields** R-**Roses** W-**Wasps/Hornets**
A-**Annuals** P-**Paths/Trails** TC-**Tennis Courts** SB-**Sloped Banks**

Other: _____

Chemical: ENTER ONE CODE FROM the APPROVED PESTICIDE LIST: _____

Other: _____

Mixing Ratio: Liquids: _____ **Tablespoons per gallon** OR _____ **ounces per gallon**
Granular: _____ **per** _____ **square feet of coverage**

Supplier: _____ EPA Registration No. _____

Target Species (**be specific**) ENTER CODE(S) FROM SPECIES LIST and/or fill in blank.

CODE(S):: _____

Other: _____

Equipment Used: CIRCLE ONE (below) or fill in the blank:

BP-Backpack **SQ-Squeeze Bottle** **HA-Handheld** **Other:**

Weather Conditions: temperature: _____ wind conditions: _____

precipitation: _____ comments: _____

Total amount of product applied (Tbsp. or ounces): _____

Comments: _____

Parks\All Parks Users\Forms\Employee Stuff\Pesticide Application Record

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

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MEMORANDUM

Date: April 19, 2017
To: Ashland Parks and Recreation Commissioners
From: Michael Black, APRC Director
Subject: 2017-2019 Goals Adoption (Action)

I have had the opportunity to go through the votes of the Commissioners related to the goals. The methodology for determining prioritization is as follows:

1. Red Dots: 5 Points; 50 possible points with each Commissioner casting two votes, or ten points.
2. Green Dots: 1 Point Each; 40 possible points with each Commissioner casting eight votes, or 8 points.
3. Yellow Dots: Reference Only; these dots were placed by executive staff at the request of one of the Commissioners for reference purposes only.

The total point value of all votes cast equals 90 and those votes were split between 26 items with point values ranging from 1-13. Considering the items that have already been approved by the Commissioners and are already in progress, staff is recommending that the Commissioners prioritize only the top ten goals from this year to add to the list of the already approved items.

For reference, the following items are already in progress from the last biennium:

1. Facilitate a partnership between Parks and Recreation and a community partner, such as the YMCA, SOU and Ashland School District, to build new competition-style year-round indoor swimming pool for the community.
2. Update Trails and Open Space Comp Plans and continue to purchase land according the plans.
3. Move forward with the process of selection for a consultant for the Lithia Park Master Plan and begin planning process.

4. Evaluate all APRC facilities and structures for seismic and flood safety.
5. Expand Bear Creek Greenway to its originally planned beginning/ending point at Emigrant Lake.
6. Evaluate expanded and alternative use of the Senior Center to meet community needs.
7. Evaluate and present a cost recovery implementation strategy for Commissioner approval.
8. Develop parks development standards and guidelines.
9. Follow all of the adopted recommendations of the 2016 Performance Audit.

NEWLY PRIORITIZED GOALS for 2017-19:

The following two tables are the results of the voting that took place and show the priority of the goals. The first table shows only the goals that received enough votes to rank as the highest 11; the second table shows all of the votes and how they were distributed. Only the top 11 goals are proposed to move forward with the new biennium.

Points Goals

- | | |
|----|--|
| 13 | Pursue the evaluation of, and funding for, a rebuild of Daniel Meyer Pool into a year-round eight-lane competitive aquatics facility. |
| 13 | Negotiate with the Ashland YMCA to rid APRC of the restrictive deed that currently governs the use of APRC's "YMCA Park." Our current relationship with the Ashland Y inhibits APRC's planning and building of Dog Park #2 and restricts APRC's ability to "ensure that all developed park spaces are accessible to the public and are not underutilized." |
| 12 | Continue to consider options for Parks use of the Imperatrice Property. |
| 9 | 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. |
| 7 | Plan and build a second dog park on APRC property somewhere toward the south end of Ashland. |
| 6 | Master plan for park shop/yard areas, dog parks and skateboard park |
| 5 | Restore the area of Beach Creek below pedestrian bridge. |
| 3 | 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. |
| 2 | 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. |
| 2 | Evaluate, create plan and improve irrigation at Oak Knoll. |
| 2 | Evaluate grant and other funding opportunities for a Nature Play area at North Mountain Park. |

ALL GOALS:

RED	GREEN	TOTAL	<u>Trails, Open Space and Land Conservation</u>
2	2	12	Continue to consider options for Parks use of the Imperatrice Property.
1	0	5	Restore area of Beach Creek below pedestrian bridge.
0	2	2	Continue to purchase property in accordance with the open space master plan to enhance open spaces, trails and neighborhood parks.
0	1	1	Consider funding or helping to secure funding for the Ashland Pond fish habitat restoration project.
0	1	1	Wildlife preserve designation for Ashland Pond, with dogs excluded from part of the area after the one or two bridges are completed, allowing a logical path for not only pedestrians but also for dogs and their owners.
0	0	0	Evaluate the feasibility of, and potential funding sources for, daylighting the creek beneath Garden Way Park.
			<u>Facilities and Programming</u>
0	0	0	Continue to expand the adaptive recreation programs for the Ashland community.
0	0	0	Research new registration software to find the best choice that is cost effective and compatible with the City of Ashland's MUNIS Financial System.
0	0	0	Expand education programs by creating and staffing programs through high school groups in Lithia Park (would require PT regular staffing and supervision by NC Staff).
0	0	0	Evaluate staffing to organize programming department-wide so that one FT position is responsible and can collaborate across facilities.
0	0	0	Develop an outdoor matting system and operations trailer set up for the ice rink that is cleaner and more efficient for operations.
0	0	0	Work with the City and Lithia Artisans Market to find more space for the Market up to and including the Plaza and other downtown areas. Possibly work with the Saturday Market?
			<u>Planning & Development</u>
2	3	13	Pursue the evaluation of, and funding for, a rebuild of Daniel Meyer Pool into a year-round eight-lane competitive aquatics facility.
1	4	9	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.
1	2	7	Plan and build a second dog park on APRC property somewhere toward the south end of Ashland.
1	1	6	Master plan for park shop/yard areas, dog parks and skateboard park.
0	2	2	Install a paved cart path overtop of the existing granite cart path around the entire Golf Course.

0	2	2	Evaluate grant and other funding opportunities for a Nature Play area at North Mountain Park.
0	2	2	Continue to enhance the OKGC by upgrading the interior of the golf course clubhouse.
0	2	2	Build a neighborhood park at Oak Knoll Golf Course toward fulfillment of a 1/4-mile distance goal as outlined in the Open Space Plan.
0	2	2	Plan and develop a small neighborhood park at the Chitwood Property.
0	1	1	Evaluate and plan for a long-term maintenance and replacement plan for APRC park facilities.
0	1	1	Plan a multipurpose court that includes lights and space for full-sized bike polo and basketball at a suitable park location.
0	1	1	Evaluate and plan for the updating the irrigation system at OKGC.
0	1	1	Complete the easement/land purchases at Ashland Pond and then build the bridge across Ashland Creek.If the easements can't be attained, build a bridge around the private property and then a bridge across Ashland Creek.
0	0	0	Address issues of weed control through design, planting and maintenance standards.
0	0	0	Move the skatepark to a more visible and highly used park area.
0	0	0	Discuss phase two of the Ashland Creek park plan, mainly the half-court basketball court development.
0	0	0	Utilize the City-owned piece of property on Clay Street as part of parks and recreation open space.
0	0	0	Develop an interpretive planning process for APRC to identify what the public wants to learn/know and how they want to engage with it.

Organization

0	3	3	Continue the process of evaluation currently underway at the Senior Center, with the goals that have been established; work to incorporate an evaluation of the program and determine whether the program should be located in the APRC or City budget.
0	0	0	Establish representation from APRC on any aging Ad-Hoc subcommittee that the City of Ashland establishes.
0	0	0	Evaluate space and create a plan to house all Parks and Recreation Admin Staff at the Grove.
0	0	0	Ensure that our staff are paid fairly for the work they do by conducting a salary survey.

Parks and Recreation Policies and Governance

2	3	13	Negotiate with the Ashland YMCA to rid APRC of the restrictive deed that currently governs the use of APRC's "YMCA Park." Our current relationship with the Ashland Y inhibits APRC's planning and building of Dog Park #2 and restricts APRC's ability to "ensure that all developed park spaces are accessible to the public and are not underutilized."
0	2	2	Rewrite Calle Guanajuato space rental policy while specifically evaluating fee structure and restaurant space allocation priorities.

REQUESTED ACTION

Staff is recommending that the Commissioners approve the top 11 goals that were prioritized through a vote of the Commissioners Staff also recommends that the Commissioners acknowledge that the nine goals from the previous biennium that are already in process will continue in the new biennium.

SUGGESTED MOTION

I make a motion that the Parks Commissioners approve the list of eleven new goals, as stated in the staff memorandum, as well as the nine goals currently in progress as outlined in the staff memo.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

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MEMORANDUM

Date: March 14, 2017
To: Ashland Parks and Recreation Commissioners
From: Michael Black, APRC Director
Subject: 2017-19 Budget Approval (Action)

This is a preview of the budget for the next biennium as it is being proposed by staff. I will have more detail in the meeting on Monday, the 24th. There will be a need to discuss a few key changes from the last time that I presented budget. For instance, the budget will still be carrying a deficit through the next biennium unless one of a few changes are considered. This budget has not been presented to the Budget Committee and will not be until reviewed and approved by the Parks Commissioners.

Executive Summary

The coming biennium will be a challenge for the entire City due to two personnel-related issues. The budget has risen dramatically due to the increase in two major areas: 1) PERS; and, 2) Employee Insurance. There are also PERS-related issues that are affecting the current budget. For instance, legislation being proposed at the State Capitol that will cut retirement benefits is forcing some long-term employees into retirement to ensure their benefits do not suffer. Since these long-term employees usually have a large bank of vacation and sick time, their payout at retirement is usually quite large. Unfortunately, these increases are affecting every department of the City and APRC. I will go into detail regarding all of the information in this section below.

The City has asked all departments and APRC to plan for a budget with no rise in materials and services so that they are better able to cover the expected increases in personnel costs. We are proposing a budget with a deficit of 227,030 directly related to the personnel increases and we are **proposing the following options** for the Commissioners to consider to address the funding shortage:

1. Transfer the funds to cover the shortage from the Food and Beverage Tax ¹
2. Consider cutting the cost of another program or offering of APRC to reduce expenses by the amount of the deficit.

¹ The funds from the Food and Beverage can be used in the M&S budget to cover maintenance costs associated with Parks and Trails. The F&B revenues should increase by 225,000 per year (450,000 per biennium) due to the change in the distribution of that tax.

The budget, detailed below, is broken down as follows:

1. Parks Fund Requirements: 13,312,195
2. Parks Fund Revenues: 13,085,165
- 227,030

APRC will be receiving the typical revenue sources, including the 2.09/1000 of assessed valuation. Even with the promise of these funds, and considering other revenue sources and the fact that the materials budget is flat, we are still unable to cover the entire increase in the budget. Again, we are requesting that the Commissioners make a determination on how to address the funding shortage. The City has made it clear that with all of the budget woes, they will not be able to fund the difference.

Other significant factors are the expenditures that were not planned for, including water line breaks, equipment malfunctions and breakage, legal fees and retirements.

Proposed Budget Expenditures:

The table below shows the planned expenditures for the upcoming biennium. There are a few things to keep in mind when reviewing the expenditures.

1. We were asked to keep the Material and Services expenses as low as possible, in fact, “keep them flat” was our direction.
 - a. Because there are inherent rises in utilities and contracts, we had to reduce in other areas to keep the bottom line flat.
 - b. Since the Food and Beverage Tax was amended to allow for basic rehabilitation and maintenance of existing parks and facilities, we have proposed to transfer 130,000 each year from the CIP over the next biennium to cover items that are too small to qualify as fixed assets, such as trails work and grounds care.
2. All of the increases you are seeing in the budget are in the personal services category.
 - a. This means that there was an increase of 1,205,000 just in personnel costs.
3. Fringe benefits, mainly PERS and Insurance, increased 684,000 and salaries and wages are increasing 521,000.
4. The explanation for the increase in PERS and Insurance is:
 - a. The PERS board held rates flat for 2015-17, but there was still an increase in costs so we are working to make that up and whatever other shortfall there is currently with a 22% increase this biennium.
 - b. The City is self-insured and during the current biennium we incurred some very large draws on the insurance fund. It is possible that these large draws will not repeat themselves; however, the fund has been depleted and the City is proposing a 10% increase in insurance to build the fund back to a suitable reserve and to ensure all current needs are met.
5. We are aware that we are proposing a budget with a deficit; however, we are requesting that the Commissioners consider one of the proposed options for balancing the budget since we have done everything in our power to reduce this amount and because of the reasons for the deficit are general, not specific to APRC.
6. We are not requesting any new employees in the budget.

The following is the proposed budget expenditures over all of APRC:

PARKS AND RECREATION FUND		Biennium 2017-19		
Fund #211	BN 2015-17 Amended	Year 1 2017-18	Year 2 2018-19	Proposed Total
REQUIREMENTS				
Expenditures				
Parks Division - Personal Services	\$4,518,930	\$2,460,480	\$2,584,800	\$5,045,280
Parks Division - Materials & Services	3,522,917	1,783,310	1,790,625	3,573,935
Parks Division - Capital Outlay	86,000	10,000	10,000	20,000
Recreation Division - Personal Services	2,206,790	1,251,085	1,308,960	2,560,045
Recreation Division - Materials & Services	621,840	376,625	373,210	749,835
Golf Division - Personal Services	802,600	418,935	429,895	848,830
Golf Division - Materials & Services	302,050	155,615	158,655	314,270
Operating Transfers Out:				
To City Reserve Fund	-	-	-	-
To City General Fund	-	-	-	-
To Parks CIP - Projects	-	-	-	-
To Parks CIP - Equipment Replacement	-	-	-	-
To Parks Equip Replace Fund/Rents	80,000			-
Contingency policy: 3% of annual revenues	100,000	200,000	-	200,000
Total Expenditures	\$12,241,127	6,656,050	6,656,145	13,312,195
Unappropriated Ending Fund Balance	4,014	(140,585)	(227,030)	(227,030)
TOTAL REQUIREMENTS	\$12,245,141	\$6,515,465	\$6,429,115	\$13,085,165

Parks and Recreation Fund Revenues

This fund covers the expenditures of the budget proposed above. There are two other funds that APRC has control of - CIP and Equipment. Those funds will be addressed below.

This coming biennium, we are starting out with a lower working capital carryover than usual of 140,165. This amount is the dollars that we, as an administration, were able to save during the previous biennium. One must also consider that we have already reduced our budget expenditures by 250,000 due to the inability of the City to transfer those funds to us due to their own budget deficit. With the consideration of the 250,000, APRC will end the year at 390,165 under budget according to forecasts.

There were a few factors that lowered our carryover from what was preferred; those were:

1. Increases in water usage due to pump breakage and broken water lines: ²
2. Increases in legal fees³
3. Unexpected retirement payouts⁴

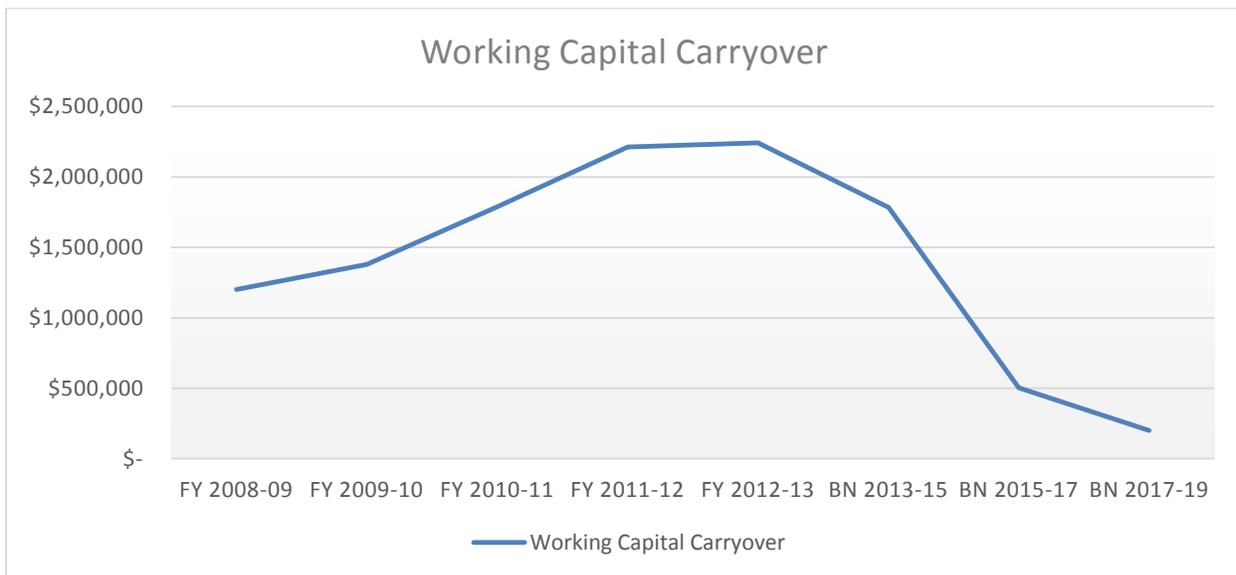
² We have addressed these overages by increasing the water budget by a significant amount and by purchasing a backup pump in case the North Mountain pump fails again as well as planning to check and replace all flow meters to guard against unknown water breakages.

³ This was an increase due to a settlement that came from one of our funds. This should not repeat and any further legal expenses should be covered by insurance.

⁴ We continue to work to identify retirees, but most of the tier one long-term employees have recently retired.

Although we have attempted to save throughout the last two years, these three uncontrollable factors have increased our expenditures for the biennium by more than 300,000 than what was budgeted. Regardless of any unexpected requirements in our budget, we expect to come in under budget and with a savings too. In future years, however, it may be prudent to plan a larger contingency than has been planned for in the past – the previous year’s contingency, which was not used, was 100,000 or 1/3 of what could have been considered qualified contingency related expenditures. Even though I am suggesting this now, this coming biennium most likely will not support a larger contingency.

For your information, working capital carryover has decreased drastically since 2012-13 – at the highest, the carryover was 2,242,228 (2012-13). The following graph shows the decrease in working capital carryover from the last 9+ years.



Revenue Sources

APRC receives funding for the budget mainly from the residents of Ashland through property tax. The proposed funding amount for the biennium is 2.09/1000 of assessed value, which is the historic amount. Other funding sources include charges for services, field maintenance fees, recreation programs and interest.

The following is the breakdown of the funding sources for the coming biennium.

PARKS AND RECREATION FUND		Biennium 2017-19		
Fund #211	BN 2015-17 Amended	Year 1 2017-18	Year 2 2018-19	Proposed Total
RESOURCES				
Working Capital Carryover	\$392,641	\$140,165	(140,585)	\$140,165
Revenues				
Taxes	\$0	\$0	\$0	\$0
Intergovernmental Revenues	-	15,000	15,000	30,000
Charges for Service	1,805,000	1,083,600	1,097,600	2,181,200
Charges for Service - General Fund	9,560,000	5,154,700	5,335,100	10,489,800
Interest on Investments	14,000	7,000	7,000	14,000
Miscellaneous	100,000	30,000	30,000	60,000
Operating Transfers In-Food and Beverage Projects	373,500	85,000	85,000	170,000
Total Revenues	11,852,500	\$6,375,300	6,569,700	12,945,000
TOTAL RESOURCES	\$12,245,141	\$6,515,465	\$6,429,115	\$13,085,165

As you can see by the planned revenues and expenditures, we are proposing a budget with a 227,030 deficit. Not unlike departments in the City, APRC is experiencing a major increase in requirements related to PERS and Insurance. We expect that most of those City departments are proposing similar deficits and I have been in contact with the Finance Department to talk about this.

Equipment Fund

APRC has three funds where all of our resources are kept. Those funds are:

1. Parks and Recreation Fund
2. Parks CIP Fund
3. Park Equipment Fund

Item 1. was addressed above and the CIP fund was approved in March of this year. The remaining fund is the equipment fund. This fund covers expenditures for vehicles and major equipment like large mowers, golf carts and construction equipment. The fund was set up new in the last biennium at our request. Prior to last year, expenditures for vehicles and equipment came from CIP. The proposed equipment replacement budget for the biennium is 474,800. This will provide for the vehicles and equipment that are scheduled to be replaced this biennium.

In the last biennium, the City Administrator proposed a loan of 439,000 to get our fund started. It was proposed that we would borrow the money from the City's equipment fund and pay it back over several years. Although this was the plan that was approved by the Council, we never received the loan and our equipment has been funded by the equipment replacement fees that we pay into the fund each year for each vehicle to be replaced at a certain point in time.

APRC was able to cover the cost of equipment by using equipment replacement fees, and did it without borrowing any money. Due to this fact, however, our equipment fund will grow very slowly over the years. The loan was intended to get us started with some capital, but accounting determined that we should try to spend our own funds before we borrow money from the City. My recommendation is that we follow the recommended action of the accounting division and continue to use our own equipment fees to pay for current equipment. This will allow us to purchase the needed equipment in the biennium and also grow the fund's working capital by about 75,000 per biennium.

Fund #731		Biennial Budget 2015-2017	Biennial 2017-2019
#	Description	BN 2015-17 Estimate	Total 2017-19
	Working Capital Carryover	\$ -	\$ 117,150
	Charges for Services		
	440160 Equipment Replacement Fees	455,000	425,000
440	Total Charges for Services	455,000	\$ 425,000
	Interest on Investments		
	4700010 Interest on Pooled Investments	1,100	-
470	Total Interest on Investments	1,100	-
	Other Financing Sources		
	Interfund Loan	-	-
	Operating Transfers In	80,000	-
	Total Other Financing Sources	80,000	-
	Total Parks Equipment Replacement Fund	\$ 536,100	\$ 542,150

REQUESTED ACTION

Staff is recommending that the Commissioners approve the proposed budget with instructions on which of the suggested methods to balance the budget is preferred.

SUGGESTED MOTION

I make a motion that the Parks Commissioners approve the proposed budget for presentation to the Citizens' Budget Committee with the following amendment: (choose one of the **proposed options** (as shown on page 1 of this memo) to balance the budget).

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
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MEMORANDUM

TO: Ashland Parks and Recreation Commission

FROM: Rachel Dials, Recreation Superintendent

DATE: April 19, 2017

SUBJECT: Ice Rink End-of-Season Report (Information)

Background

Recreation Manager Lonny Flora will review the Ashland Rotary Centennial Ice Rink Report for the 16/17 Season.

Revenue decreased by approximately \$1800 for the 16/17 season, coming in at \$115,404. In comparison, revenue in the 15/16 season came in at \$117,234. This is attributed to the excellent job our staff continues to do in marketing the continued diversity of the schedule. Additionally, expenses were down as staff was able to decrease part-time staffing costs by \$6000 and utilities costs were lower than expected. We will continue to seek out ways to reduce expenses whenever possible. The cost recovery is at 64% compared to 58% in 15/16.