

**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**  
**November 27, 2017**  
**Council Chambers, 1175 E. Main Street**

**7:00 p.m.**

- I. CALL TO ORDER
  
- II. APPROVAL OR ACKNOWLEDGEMENT OF MINUTES
  - a. Trail Master Plan Committee—October 20, 2017
  - b. Regular Meeting—October 23, 2017
  - c. Lithia Park Master Plan Committee—October 25, 2017
  
- III. PUBLIC PARTICIPATION
  - a. Open Forum
  
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
  
- V. UNFINISHED BUSINESS
  
- VI. NEW BUSINESS
  - a. Draft Policy for Landscaping Protection (Information; possible action)
  
- VII. SUBCOMMITTEE AND STAFF REPORTS
  - a. 2018 Subcommittee Discussion and Assignments (Information; possible action)
  
- VIII. ITEMS FROM COMMISSIONERS
  
- IX. UPCOMING MEETING DATE
  - a. Regular Meeting—December 18, 2017
    - Council Chambers, 1175 E. Main Street—7:00 p.m.
  
- X. ADJOURNMENT

City of Ashland  
PARKS AND RECREATION COMMISSION  
TRAIL MASTER PLAN UPDATE COMMITTEE  
MEETING MINUTES  
October 20, 2017

**PRESENT:**       **Parks Commissioner:** Jim Lewis  
                  **Additional Committee Members:** Torsten Heycke, Stephen Jensen, Jim McGinnis  
                  **City and APRC Staff:** AF&R Forestry Division Chief Chis Chambers; APRC Interim Parks  
                  Superintendent Jeffrey McFarland; APRC Forestry/Trails Div. Supervisor Jason Minica, GIS  
                  Analyst Lea Richards  
                  **APRC Minute-taker:** Betsy Manuel

**ABSENT:**       **Parks Commissioner:** Mike Gardiner  
                  **Committee Members:** Luke Brandy, David Chapman  
                  **APRC Staff:** Director Michael Black

**I.       CALL TO ORDER**

Acting Chair Jensen called the meeting to order at 10:00 a.m. at 1195 E. Main Street, Ashland OR.

**II.      APPROVAL OF MINUTES**

- a. September 8, 2017
- b. September 29, 2017

**Amendments to the Minutes of September 8, 2017:**

Page 3, Paragraph 7: *Tolman Creek Corridor does not follow Tolman Creek.*  
Should be:               *Tolman Creek Corridor does not follow Tolman Creek Rd.*

Page 1 Attendees:       *Jim McGinnis (11:22)*  
Should be:               *Jim McGinnis (10:22)*

**Motion:** Lewis moved to approve the Minutes of September 8, 2017, as amended. McGinnis seconded and the motion carried.

**Amendments to the Minutes of September 29, 2017:**

Page 2, Paragraph 2: *Kristi Mergenthaler of Southern Oregon Conservancy (SOLC) stated that one possible trail to consider would be in an area in Siskiyou Mountain Park.*  
Should be:               *Kristi Mergenthaler of Southern Oregon Conservancy stated that one possible trail to consider decommissioning would be the Mad Hatter Trail in Siskiyou Mountain Park.*

Page 5, Paragraph 2:   *McFarland agreed, stating that the Bird's Nest Trail was also affected.*  
Should be:               *McFarland agreed, stating that the Hearts Nature trail was also affected.*

Page 4, Paragraph 3     *“Mohie” Trail*  
Should be:                *Moai Trail*

There followed further discussion regarding the value of tying the Master Plan to other official plans to bolster a proposed action. Lewis referred to research that strengthened the rationale for development of the Railroad Park – pointing out that references in the Comprehensive Plan validated the proposal for a new park.

McGinnis stated that he would like to add future discussion about the undeveloped land on the opposite side of the railroad tracks.

Richards asked for clarification of a statement made by McFarland that listed Hitt Road as a priority. She stated that the City has not acquired the property. Lewis noted that there was a section of Hitt Road that was newly acquired by APRC. Chambers added that connectivity would be a priority given that there were two or three properties between Hitt Road and Forest Service trails. It was agreed that the statement would be amended to read “McFarland stated that Hitt Road should be listed as a priority.”

**Motion:** Heycke moved to approve the Minutes of September 29, 2017, as amended. McGinnis seconded and the motion carried.

#### **ADDITIONS OR DELETIONS TO THE AGENDA**

McGinnis asked for a discussion regarding the undeveloped land on the north side of the railroad because of the potential for connectivity with the Imperatrice Property. He stated that in his experience, proactively developing ideas for possible trails in the area could be factored into plans for development resulting in a more favorable outcome.

There followed further discussion about a focus for the land along the railroad. McGinnis suggested inviting a representative from the Planning Department to participate. Jensen concurred, noting that the Master Plan was specific about interfacing with other Agencies and the process included integration with other plans. Trails Master Plan objectives could become part of the planning process when appropriate.

#### **UNFINISHED BUSINESS**

##### **1. Westside Forestlands (new area)**

Chambers met with a private property owner on the west side about the unofficial trails that traversed private property near Hitt Road. The owner stated that he was willing to consider granting an easement for a designated trail to replace the unsanctioned trails. Chambers suggested that further discussion would be appropriate with a limited number of participants (with a representative from AWTA, APRC Forestry Division and the AF & R Forestry Division) to talk about a path forward that would suit the landowner. The property includes the Hitt Road Corridor, the Moai Trail, the Mystical Trail, and Ostrich Peak, among others. Chambers stated that discussion should emphasize the importance of Hitt Road in terms of connectivity and forest management. In response to a question by Lewis, Chambers indicated that Ostrich Peak was a

destination that the property owner might want to address, given the number of people who currently hike in the area.

Richards asked about an agreement to manage the debris along the trail or trails. Chambers replied that AF & R had been providing fuels reduction services. Jensen asked about concerns regarding increased traffic if a sanctioned trail were to develop. Chambers explained that the number of people would probably not change significantly because of the difficult terrain.

Heycke commented that mountain bikers sometimes travel in the area and maps for cyclists were beginning to include unofficial trails that are on private property. Lewis noted that sanctioned trails based upon the preferences of the landowner would help. Historical uses and landmarks including the Mystical Trail and the Fell on Knee Trail (an old roadbed that traverses City property and Forest Service land) were discussed.

Jensen asked about governmental jurisdiction and the types of agreements available. Chambers replied, stating that specifics would depend upon the outcome of negotiations with the property owner. He stated that the City owns a portion of the west side. Prevention of residential development would be critical to fire suppression efforts. McFarland stated that the original Trails Master Plan states that APRC would be the primary entity for trails development and property acquisition. Lewis noted that in some cases, the City would own the land but APRC would provide management and maintenance services.

It was agreed that a meeting would be set up with the west side landowner who owns property between the Forest Service lands and APRC's section of Hitt Road to see if an agreement could be obtained for a sanctioned trail.

## **2. Vandalism Update**

McFarland reported that a person who had been taking apart burn piles had been arrested. He was subsequently released and McFarland raised a concern that the perpetrator would continue to vandalize trails and block forestland management. McFarland asked that the Committee be aware of the potential for vandalism and report anyone who seemed to be damaging trails or sabotaging events held on trails. Chambers emphasized that the perpetrator's actions could harm those on the trails.

## **3. Data Organization**

McFarland initiated discussion about how to organize updates and new information. The two tables that were created were designed to (1) segregate data points and establish priorities for the Committee to incorporate into the Master Plan, and (2) to record information that would be helpful internally when future trails, property acquisitions and easements were under consideration. Table 2 also contained oral and historical data that could be used internally to move projects forward.

Discussion regarding how best to refer to private lands was reviewed, with Lewis suggesting references by tax lot number and McGinnis proposing that the general location of properties be referred to in broad context. McFarland noted efforts to protect the privacy of landowners.

It was agreed that the framework for organizing the Trails Master Plan would be finalized at the next regularly held meeting.

McFarland talked about upcoming assignments to rewrite the existing Master Plan and craft new chapters. It was agreed that a Glossary would be provided and trailhead parking addressed. Kristi Mergenthaler volunteered to work on recording the flora and fauna in new areas.

McFarland stated that he would present a list of all chapters—both existing and new—so that Committee members could work on the chapter or chapters of their choice. Final decisions to be made included the status of side corridors. Lewis suggested further review of the connectivity within the corridors that might assist with categorizing side corridors. Other areas that should be considered were HOA trails in residential developments and the undeveloped railroad property. Jensen proposed that the Central Bike Path could provide the structure to identify new areas of connectivity.

Lewis spoke optimistically about collaboration with Ashland's Planning Department, noting that the updated Trails Master Plan would document the potential for trail development. McGinnis recommended that red flag alerts be incorporated into the City's GIS system triggered by the Trails Master Plan. Richards stated that the Transportation Systems Plan incorporates trails data as well. She noted that a GIS overlay could be created depicting red flag areas, but it was unknown whether Planning would integrate the information. Lewis commented that the pre-app process for planned developments included notifications to all pertinent Agencies, and feedback was expected, depending upon the impact of the development on Agency plans. Jensen proposed that the pre-app checklist include APRC notification. Minica noted that monthly meetings are held at the Planning Department where current activity is reviewed and agency participation is encouraged. McGinnis proposed that the Master Plan address the need to collaborate with other Agencies, so that consideration of forestlands took place when projecting or planning future growth.

## **NEW BUSINESS**

### *a. Review and Discuss Additional Trail Corridors*

#### **b. Eastside Forestlands (new)**

Chambers noted that a large part of eastside trail development depends upon the City's decision to utilize the existing water treatment plant or build a new one. He stated that trail traffic was particularly dense in that area, but citizen feedback indicated satisfaction with the existing trails and in particular, the new Jabberwocky Trail.

McGinnis noted that the multiuse trail was dangerous because of the terrain and the use by cyclists as well as hikers. Chambers agreed, stating that development of a new trail below the waterline had been under consideration but the geology of that region was not conducive to trail development. Chambers stated he would re-approach Public Works about that trail area and discuss any viable alternatives. McGinnis pointed out a quiet area close by that should remain undisturbed. Heycke stated that there were no plans to develop one area near the Snark Trail, primarily because the area contained spotted owl habitat.

Chambers introduced a block of private properties, noting that the Alice in Wonderland Trail traversed three private properties. Heycke highlighted easements that were in place – stating that they were below the Alice in Wonderland Trail.

Chambers indicated that the White Rabbit area was a popular trail that should become a priority. He also stated that Hitt Road's connection to Acid Castle would be beneficial particularly for fire suppression access. There followed further discussion about prioritizing other eastside areas.

Heycke cited a recent article in the *Ashland Daily Tidings* that intimated the City would be purchasing all of the property where Alice in Wonderland is located. Contrary to the article, Chambers noted that much of the property is privately owned and Alice and Wonderland could be shut down. Heycke stated that one property owner has prohibited races in the area and therefore a portion of the trail race route was along the 2060 road. In order to re-join the Alice in Wonderland Trail route, racers must enter via a driveway and the turn there is sharp enough to be a safety hazard.

Chambers noted that arranging priorities should go beyond asking APRC to acquire land. He suggested instead that the question be: "How can we acquire these properties through various means?" For example, there are grant opportunities through a program for community forest acquisitions. Forestland trusts focus on properties in the public domain. In response to a question by Jensen, Chambers noted that SOLC was involved with land acquisitions and ecological maintenance in areas that the Forest Service has invested in for restoration or fuel reduction. Chambers stated that in his opinion, restoration was an important element in trails management as well.

Lewis indicated that property owners typically want to develop their properties and the question then becomes how to protect the forestland interface. A portion of Ashland's forestlands are under Jackson County jurisdiction and one solution for preventing residential development would be to acquire the properties for the City instead. Lewis stated that the Master Plan should include a discussion of the dual benefits to the trails system - the trails themselves and the limiting of residential development in sensitive interface areas. Jensen suggested listing the reasons for targeting certain areas as priorities.

McFarland explained that APRC owns two parallel trail easements running below/along the Alice in Wonderland Trail, across two of three private properties. But without gaining further connectivity to the trail or the road, the easements dead-end at the third property. In response to a question by McGinnis, McFarland stated that the steep terrain limits where trails could be responsibly built along the hillside. Geology studies had revealed unstable terrain (headwalls) in certain areas below where the trail easements have been obtained. He noted that APRC had been attempting to work with property owners in the area for many years without complete resolution. In addition, the APRC Real Estate Subcommittee determines the balance between land acquisition for trails and other responsibilities such as APRC development. Trails or trail easements are important, but not always the first priority.

Chambers pointed out the Elkader Street area connection, noting that property along the interface was highly developable and acquisitions for trails might be difficult to obtain. He advocated for trail connectivity

in the Waterline Road/Morton St. to Ivy Street area. McFarland stated that there was not yet a trail easement through that area, which covers approximately 18 acres of land. APRC owns just one acre above Liberty Street, along the TID Ditch Trail directly below that 18 acre piece. Chambers proposed flagging the area so that Planning can consider incorporating trails prior to development. Richards offered to create a map depicting eastside properties that are considered priorities. Jensen proposed that a City planner be invited to participate in crafting language that would outline the potential for trails in the area.

McFarland discussed the Creek-to-Crest Trail Route. The route begins along Bear Ck. Greenway at the Dog Park and runs through town, then goes up through the forest interface, all the way up to where it joins the Pacific Crest Trail by Mount Ashland. He stated that the route splits, and there are two different signed routes through town that come back together just above the Upper White Rabbit parking area at Caterpillar Trail: one route runs along Central Ashland Path and cuts up through Siskiyou Mountain Park along White Rabbit Trail. The other route comes through downtown and up the road through Lithia Park and then up the 2060 Rd. To join again above Upper White Rabbit trailhead/parking area at Caterpillar Trail. He noted that all of the land in Siskiyou Mountain Park/Oredson-Todd Woodlands is conserved with the assistance of SOLC and therefore inappropriate for certain types of recreational development due to the conservation easement guidelines. McFarland talked about other constraints prohibiting development of a downhill trail for mountain bike racing. McFarland relayed that there are two trail easements in place – the Clay Creek Loop Trail easement and one on the other side of that tax lot. The issue there is that the trail easements were not granted in perpetuity and the property ownership has recently changed hands. Minica stated that the new owner was building a house on the property and might or might not want to continue to grant the trail easements.

Heycke highlighted a trail called the 2020 that is near Siskiyou Mountain Park. He stated that the homeowner allowed the AWTA to build the Lizard Trail on a portion of his property.

Jensen asked that McFarland present a framework for the new document at the next regularly scheduled meeting. The proposed framework would then be reviewed and refined in preparation for the final update of the Trails Master Plan.

**VII. UPCOMING MEETING DATE**

*a. November 3, 2017*

**VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,  
Betsy Manuel, Minute-Taker  
Trail Ashland Parks and Recreation Commission

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 Subcommittee meetings are digitally recorded and are available upon online.

City of Ashland  
PARKS AND RECREATION COMMISSION  
Regular Meeting Minutes  
October 23, 2017

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

**Also present:** APCR Staff, Joe Hyde

**Absent:** City Council Liaison Mayor Stromberg

**CALL TO ORDER**

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

**APPROVAL OR ACKNOWLEDGEMENT OF MINUTES**

Golf Subcommittee	August 17, 2017	acknowledged
Trails Master Plan Committee	September 8, 2017	acknowledged
Trails Master Plan Committee	September 29, 2017	acknowledged

Study Session – September 18, 2017

**Motion:** Landt moved to approve the Minutes of September 18, 2017, as presented. Heller seconded.  
The vote was all yes

Regular Meeting – September 25, 2017

**Motion:** Landt moved to approve the Minutes of September 25, 2017 as presented. Miller seconded.  
The vote was all yes

**PUBLIC PARTICIPATION**

- *Open Forum*

**Christine Abbott-Stokes** of 215 Nutley Street in Ashland, Oregon, was called forward.

Abbott-Stokes explained that her family moved to Ashland for the schools and the community and her four children attended Briscoe Elementary School. She spoke about her background as a retired teacher with expertise in environmental education and design.

Abbott-Stokes asked that APCR begin the process of converting Briscoe school grounds into a neighborhood green space, starting with an appraisal. She shared the experience of purchasing a portion of the property on Nutley Street that, in her opinion, was approved because they had submitted a proposal early in the process. She advised that the Commissioners be prepared by formulating a plan and an offer to move forward with the purchase of the Briscoe property. Abbott-Stokes stated that the preservation of green space was not just an opportunity, it was a positive statement of intention and value that would preserve a neighborhood park as community space for future generations. Once completed, Lincoln School would provide another similar opportunity.

**Sue Wilson** of 1056 Dead Indian Memorial Road in Ashland, Oregon, was called forward.

Wilson stated that she would be correcting the inaccurate summary of her public testimony at the APRC Regular Meeting held on September 25, 2017. Wilson presented objections to the use of subjective words instead of objective reporting, the minimization of critical statements made by her about actions taken by APRC and the omission of descriptive commentary that was a part of her testimony. The words “incorrect conclusions, very poor recommendations, false statements, faulty recommendations and negligent actions” were summarized as misleading. Wilson reported that in her opinion, the summary misstated what was said.

Wilson suggested that APRC mirror the method utilized by the City of Ashland Recorder for recording public testimony, with a link to the submitted, written materials. She asked that MP.3 audio files of the APRC Senior Subcommittee meetings be posted on the website along with the Minutes, with all made accessible to the public.

**Melissa Mitchell-Hooge** of 271 High Street in Ashland, Oregon, was called forward.

Mitchell-Hooge noted that there were currently 281 members and 18 business sponsors belonging to the group called Save our Schools and Playgrounds. A leadership team of ten had been appointed that included former City Administrator Brian Almquist and other strong supporters of the effort.

Mitchell-Hooge urged APRC and the Ashland City Council to negotiate the purchase of the Briscoe property with the Ashland School District. She presented several ideas for use of the buildings and grounds. Mitchell-Hooge discussed the historic nature of the site while noting the possibilities for renovating them into City offices, APRC offices, a Community Center and other uses. She highlighted the opportunity to meet the needs of the City while preserving a neighborhood park and historic structure.

Mitchell-Hooge stated that the Ashland School Board voted on October 9, 2017, to divest itself of the entire property. She commented that preserving the property had entered a critical phase and she recommended quick action toward purchasing the property.

**Dennis H. Miller** of 725 Terra Avenue, # 32A, in Ashland, Oregon, was called forward.

Miller noted that he had brought slips and falls to the attention of the APRC Commissioners on June 26, 2017, because he experienced a fall and was injured. He said slips and falls were common, particularly for those ages 60 and older.

Miller presented a pamphlet that addressed the topic, stating that he was unable to find copies on display in various businesses and City agencies. He relayed that he had been actively checking local outlets to see if copies of the pamphlet were displayed, and in the process discovered that the pamphlet was in the process of being revised. He noted that it might be some time before an updated version would be available.

Miller asked APRC to pursue the matter and to distribute copies to appropriate locations. He stated that the information was helpful and could possibly reduce the number of injuries.

Miller noted that a local clinic on slips and falls was scheduled for Wednesday October 25, 2017. He applauded the effort but suggested that distribution of the pamphlet would reach a larger audience.

#### **ADDITIONS OR DELETIONS TO THE AGENDA**

There were none.

## UNFINISHED BUSINESS

- ***Bear Cans Update (Information; potential action)***

Black said he was directed by the Commission to find a source of funding for bear proof trash cans. He reviewed the quote for trash cans with two openings – one for garbage and one for recycling. The cost was estimated to be approximately \$870 - \$900 per receptacle.

Black noted that the Lithia Park experienced the most bear activity and concerns about bears were more prevalent there than elsewhere in the APRC system. Currently there were approximately 70 trash receptacles in the Park. APRC staff reduced the number of cans from 88 to 70 after conducting an evaluation identifying locations where trash cans received the most use.

Black presented an option for 25 double cans for distribution within Lithia Park. He highlighted 11 locations where the new cans could be placed as recommended by staff. He suggested that a possible source of funding for the cans could come from the Beach Creek project savings. An estimated \$50,000 surplus was expected – primarily due to work completed by staff and donations from the contractors responsible for the project. Currently project expenses were at approximately \$19,000. \$75,000 had been originally budgeted and some monies should be set aside to cover any unexpected expenses before the project was finalized. New work at two downstream sites along Beach Creek needed to be completed where small erosion problems occurred. In addition, a bridge abutment close to the stream had eroded. There was no longer time during the season to bolster the stream banks but the work was slated for completion next fall. In the meantime, staff had reinforced the bank with sandbags for the winter. It was estimated that repairs would cost approximately \$20,000.

Black noted that there was approximately \$30,000 to purchase 25 of the double bear cans. He indicated that the bear cans could be judiciously spaced for maximum exposure and a reduction in the number of cans targeted by the bears. He stated that it would be difficult to find funding for all 70 cans currently in use.

Heller asked about the prevalence of bears in autumn and whether the number of calls regarding bears had decreased.

Park Technician II Joe Hyde was introduced and asked to reply. Hyde stated that there was a possibility that the bears would focus on unprotected cans. He reported that there were “hot spots” in the Park, particularly at the group sites where larger numbers of people congregated. He added that the bear proof cans would reduce the amount of household garbage deposited in APRC trash cans.

In response to the question by Heller, Hyde noted that bears seemed to be present year-round. He stated that the issue was not as apparent during the off seasons, as with fewer people in the Park, disturbances were less noticeable.

Landt expressed his appreciation for the insights provided by staff. He suggested that setting aside funds from the Beach Creek project might be premature. Landt explained that while there would most likely be left-over funds from that project, the specific dollar amount was unknown. He acknowledged that the estimated \$20,000 for the downstream fix was high, but noted that repairs for the upper section of the creek could be more expensive than anticipated. Landt stated that more information was needed before making a decision to purchase the trash receptacles.

Landt recommended consulting with a firm such as Northwest Biological Consulting, experts on the mediation of streams. In a discussion with the CEO of the company, Landt stated that it was agreed that there was a potential for a breakdown of the overflow channel. If the area flooded, the bridge abutments would be at risk – with serious consequences.

Landt talked about the advantages of waiting for the Lithia Park Master Plan. He noted that Master Plan consultants might recommend specific locations for bear-proof cans. Determining the location for trash cans prior to completion of the Master Plan might result in re-positioning the cans in other areas, a potentially disruptive and cost-prohibitive change.

Landt advised a cautious approach to plans for recycling given the uncertainty surrounding the issue. He stated that China was no longer accepting co-mingled recycling material. Landt noted that according to his information, local disposal/recycling companies were requesting that recycling be sent to the landfills.

Landt indicated that if the situation with China was not resolved, recycling in Ashland and elsewhere might be significantly changed – negating efforts to recycle. He talked about other issues regarding recycled materials and stated that he did not want to give people the false impression that Ashland was recycling if indeed the materials ended up in the landfill. Landt suggested that more research would be appropriate prior to installing permanent recycling containers.

Gardiner highlighted the destruction caused by bears – describing personal experiences with trash spread through Lithia Park. He stated that after decimating the trash in Lithia Park, it was not uncommon for the bears to move on to neighborhood trash cans as well. Neighbors had been asking for resolution to the bear problem for a number of years and in his opinion, it was important to take action promptly to resolve as much of the situation as possible.

Gardiner stated that he understood that Beach Creek was a concern. He commented that the matter could be postponed for a year or two but that he felt it was unfair to the community to do so. Gardiner referred to the current system for recycling bottles and cans, indicating that the trash receptacles did not have to be labeled for recycling.

Landt replied that if the bear-proof trash cans were not used for recycling, then single cans might be more appropriate and more cost effective. Black stated that the cost would be less but not half of the cost for a two-slot container.

Heller commented that to date there had been no communications that the recycling program was changing. He stated that he would prefer that APRC continue their efforts to recycle in the hope that a solution would be found to allow for continued recycling. He advocated for continued collection of bottles and cans until further notice.

Gardiner asked about the cost of installing the bear-proof trash containers. Black noted that the containers would need to be secured to a concrete pad or a post that had been cemented into the ground. Black estimated that the cost to install each unit would be approximately \$330.

Lewis stated that he was in agreement that action should be taken to reduce the damage done by the bears. He suggested that once the Beach Creek repairs were made, the amount of money available to purchase bear-proof containers would be known and the number and types of units could be debated at that time.

Landt indicated that his concerns would be addressed fairly quickly – possibly within the next month or two. He stated that once a consultant assessed the Beach Creek situation and the cost-estimates for the units were

secured, a decision could be made. With regard to recycling, he suggested that a way forward should be apparent fairly soon.

Gardiner reported that the consensus seemed to be to delay the purchase of the bear-proof trash containers until further information was obtained and evaluated. He stated that he would advocate for purchase of the units before spring when bears woke up from hibernation.

Landt relayed that he would support that goal. He advocated for further discussion regarding recycling in Lithia Park as well. He stated that it was his opinion that parks were not optimal places for recycling. Heller relayed that in his opinion, recycling bottles and cans would be a step forward.

Black stated that staff's recommendation would probably be the double-slot units, given that the budget would limit the number of cans in the Park that are bear-proof. He noted that the double units would provide space for 80 gallons of refuse versus 40 gallons for the single units and were cost effective at a price discounted for volume. How to best label the cans for trash or recycling could be discussed prior to installation.

Black committed to getting a more specific estimate for the Beach Creek repairs. He stated that he would review other possible sources of funding as a contingency.

Landt suggested that further evaluation of the optimal locations for the units take place as part of the Lithia Park Master Plan.

Parks Technician Hyde talked about the rationale for the locations proposed by staff. He stated that staff's evaluation included consideration of the food and drink that people brought into the park, where people congregated and where the most concentrated uses were. He advocated for cans along the major pathways and multiple cans where larger numbers of people gather. Hyde explained the technical method for changing locations if it became appropriate to do so, noting that the cost to do so would be minimal.

- ***Pool Update***

Black introduced the update on the proposed competition pool – stating that one of APRC's primary goals of the last biennium was to facilitate a partnership between APRC and a community partner such as the YMCA, SOU, and/or the Ashland School District to build a new competition-style year-round indoor swimming pool for the community.

Black displayed graphics depicting a 25-yard by 25-meter pool. He stated that the current pool was 25-yards by 15-meters. He noted that the current pool was not deep enough for water polo or diving and it was proposed that the new pool accommodate those uses. A small, warm water pool would be located close to the Senior Center.

Black discussed the option of a seasonal cover for the pool that would allow for year-round use. He presented the concept of a covering similar to that used for the Ashland Ice Rink. He reviewed positioning of the cover - stating that placement of the cover might change if larger setbacks were required. He indicated that the entire facility might be moved to the north.

In response to a suggestion by Landt, Black noted that that the north end would house spectator seating. Both the bath house to the east and the deck to the south would be closed during those events.

Black noted that a conceptual budget was estimated at \$3.5 million. He explained that he built in an additional contingency because of increasing costs of building materials and equipment expenses. Cost estimates were based on replacing the current pool with a Myrtha pool – a type of pool that is considered the standard for competition pools. The largest cost would be the pool itself at \$1,475,000, with the second highest cost being the pool cover at \$600,000. Contingency was at \$450,000 and the HVAC system was estimated at \$125,000.

Black briefly discussed potential funding sources. He stated that there were two options for financing with a municipal bond. One option would be to pair the bond request with an Ashland School District bond that would go out for bid in November of 2018. The other would be a City bond slated for May 2018. Black explained the difference between the two as follows:

- The City bond would encompass everyone within Ashland City limits. The bond would be divided up by the valuation of all the properties – depending upon the assessed value of properties in Ashland.
- A School Bond would have a wider reach – taking into account the Phoenix/Talent School District as well as the Ashland School District. This would decrease the cost for Ashland homeowners.

Black commented that the operations budget was an important consideration. APRC would begin with 100 days of use – matching the current use. He stated that over time the hours could be expanded, but the cost to operate a year-round pool would be too costly to act upon right away. Expenses for 100 days of operation would be approximately \$192,000. APRC currently generated approximately 50% of the revenue needed to operate the pool – equating to approximately 80% for cost recovery. Black explained that expenses were currently at \$85,000 per year. With the larger pool, expenses were estimated at \$95,000 per year.

It was anticipated that the Ashland School District and other user groups would use the pool for about 180 partial days. Black said he anticipated the amount of revenue needed as approximately \$74,000 from the School District and \$40,000 from other groups such as the swim clubs. Those groups would want to use the pool year-round. Black stressed that the numbers were conceptual and subject to change. However, the operating costs he was using were realistic in that they included details important to operations.

Black stated that the Ashland School District had been advised of the expense and the revenue requirements. He noted that without commitments from the District and other users, the pool would not be feasible.

Black indicated that expansion of the parking lot at Walker School would facilitate increased use of the pool.

#### Public input

**Mort Pearle** of 491 Courtney St., Ashland was called forward.

Pearle presented a series of questions regarding the proposed competition pool. He asked whether expanding the current pool had been considered given that the existing pool serves other purposes such as recreational swimming and accommodations for seniors. He commented that the warm pool would be too small for serious recreational use – especially for seniors in need of warmer water. Pearle highlighted some of what he considered the unknowns – asking about the number of people who currently use the pool, the projected increase of use and other details. He talked about staffing for extended hours and parking facilities and the projected rate of use by percentage.

Pearle reviewed amenities offered with a new pool that was currently planned for the community of Bend, Oregon.

### Commissioner Discussion

In response to a question by Landt, Black explained the \$325,000 needed for a civil engineer and the \$300,000 estimated for the demolition work. Permits and plans were quoted at \$300,000. Black explained other details such as the rationale for an HVAC system that had been recommended by the tenting consultant. With the cover in place, the pool would heat the air. Black noted that for more even heat, the air must be kept moving throughout the pool area. He stated that the HVAC system was a series of portable units that would be installed on pads. The units could be removed when the cover was not in place during the summer months. Miller added that HVAC systems also manage condensation.

Landt asked about the longevity for the covering. Black stated that the covering had a 20 or 30-year lifespan, with a much longer timeframe for the frame. He stated that there was a caveat for longevity, however, because that assumed that the cover would not be dismantled for each summer season. Landt noted that the cost to replace the cover would be approximately \$80,000 per year. Based upon the longevity of the product, approximately \$3000 per year should be set aside to defray the cost of a new cover when the time arrived.

### **NEW BUSINESS**

- ***Park Patrol & CAP Officer Annual Update (Information)***

Black introduced the CAP (Central Area Patrol) officers and described the ways in which APRC partners with the Ashland Police Department. He noted that APRC pays a portion of the cost to operate the CAP program. In addition, APRC funds a number of Park Patrol seasonal employees while the Police Department manages the hiring and other operations of the program. Seasonal Park Patrol are tasked with law enforcement duties related to the Park such as enforcement of the no-dog-rule, littering, smoking and other violations of Park rules.

CAP Officer Matt Carpenter noted that the Park patrol operates during the summer season – from mid-May through mid-September. For the 2017 season, there were five Park Patrol officers. Carpenter spoke briefly about the hiring process, stating that the process includes criminal history checks, background checks and other measures.

Carpenter stated that Park Patrol is charged with canvassing the area from Lithia Park through to the downtown, the Skate Park and on to Ashland Creek Park. There were also occasional patrols of the Central Bike Path. Two officers provided coverage during the week, with three or four officers on duty on weekends.

CAP Officer Jason Billings stated that the 2017 summer season was successful overall due to increased collaboration with APRC staff and integrated problem-solving. Billings noted that there had been no major criminal events in Lithia Park during the 2017 season.

Carpenter stated that the cadets and Park Patrol staff were intensively trained in police procedures – including tactical communications and defensive methods. They became familiar with municipal rules and APRC regulations. Training focused on interacting with the public, managing disturbances and procedures for issuing citations. Carpenter relayed that Commissioner Gardiner initiated an orientation tour of Lithia Park and introduced APRC staff.

Billings highlighted two specific camping sweeps conducted by six officers and seven Park Patrol employees. The sweeps were held in different areas of the Park and resulted in approximately 25 citations and five or six arrests. A second sweep of the areas a month later resulted in half the number of citations and arrests – an indication that the sweeps were effective. The goal for the 2018 season would be to increase the number of sweeps to three.

Carpenter reported that there were 35 citations issued by Park Patrol, with more issued by the police.

Gardiner applauded the orientation and training that officers Carpenter and Billings provided. He stated that they led by example, detailing the types of people that the Patrol might confront and how to best interact for positive results.

Lewis talked about the meal offered in the Park each Thursday and concerns heard from citizens. He noted issues that included wandering dogs, smoking in the Park and inebriation. Carpenter replied that they were aware of the meals held at the Enders Shelter and at Pioneer Hall. He stated that participants came to the Park early and exhibited behaviors from smoking marijuana to drinking. Four Park Patrol members patrolled the area and encouraged people to smoke outside the Park and to keep dogs on sidewalks.

Lewis also mentioned the camping issues at Ashland Creek Park, stating that camping there was widespread. He asked whether the Park Patrol could police that area as well. Billings noted that graveyard patrols issued citations in the area. He stated that citations or warnings were not always effective – that there was a threshold where citations failed to be effective.

Carpenter commented that APRC fielded complaints that were usually after-the-fact. He talked about developing a partnership with the community in reporting incidents directly. He highlighted a police app for smart phones that offered a quick call button for emergencies. He stated that use of the smart phone link reduced response times significantly. Pictures of violations could also be forwarded via the app, such as abandoned vehicles.

Carpenter complimented APRC staff on their responsiveness with Park Patrol – stating that they would leave their work to help out when necessary. Areas that the police targeted that were particularly problematic included areas in Lithia Park where people hung out. One such area was the corner of Granite Street and High. There had been intoxication issues, harassment issues and blocking sidewalk issues. Landscaping was often destroyed or damaged. Carpenter suggested that APRC could reduce the damage by instituting an APRC rule prohibiting damage to plantings and the flower beds. That could dissuade people from congregating in those areas. If adopted, the Park Patrol could educate the public about the new rule and issue citations for repeat offenders.

Hyde added that an Ordinance prohibiting damage to the flower beds and landscaping would be helpful to APRC staff as well, decreasing issues such as broken irrigation heads and destruction of the shrubs and flowers. He stated that people were known to tie hammocks to rhododendrons, tear branches from trees and other destructive actions.

Black noted that the Commissioners had the authority to create rules. If a new rule were to be proposed, the rationale for the Ordinance had to be documented. In addition, it had to be non-discriminatory. He talked about limiting the number of signs explaining the rule. Gardiner agreed, noting that the signs could be posted at the entrances to the Park.

Landt suggested that the proposed rules be vetted by APRC's Legal staff prior to bringing the Ordinance to the Commissioners for final approval.

Officer Carpenter stated that the Ordinance would give officers the ability to issue a citation if the violator or violators refused to comply. The citation would be issued as a last resort. Landt characterized the rule as common-sense – that it was reasonable to infer that trampling shrubs was probably not acceptable. He suggested further discussion when the Ordinance was before the Commissioners, as to whether any signage would be necessary.

Landt relayed that when walking in the Park earlier in the day, he had noted that the number of people in the Park was similar to summer rates of occupancy. He had observed dogs in the Park, people climbing the trees and breaking branches. He stated that it was apparent that law enforcement was needed during the shoulder seasons as well as in the summer.

Carpenter noted that Ashland PD had four year-round cadets. Allowances for four Park Patrol interns would be ideal. He remarked that there were college students who were interested in law enforcement careers and Park Patrol would provide experience. He suggested that APRC initiate discussion with the Police Chief to determine whether the Park Patrol budget could be used creatively to channel additional cadets into the Park during the shoulder seasons.

Heller highlighted the Ashland PD request for six additional officers. He stated that in his opinion, the same population was causing disturbances in the downtown and in the Park as well. Carpenter replied that this was his third year as a CAP officer and that an additional officer was added for a total of two full-time officers for the downtown area and Lithia Park. He stated that both areas were a priority for the Police Department. Black explained that the additional officers were requested as support for the police. He indicated that while another CAP Officer might not be granted, the police would improve their response rates when a problem did arise and APRC would benefit from that.

Carpenter added that all police officers were trained to respond to issues in the Park. As an example of shared duties, police would assist with sweeps of the Park and the traffic officer worked with APRC employees to respond to complaints of people camping in the area.

## **SUBCOMMITTEE AND STAFF REPORTS**

- ***Senior Center Update (Information)***

Dials noted that the Ad-hoc Senior Advisory Subcommittee (ASPAC) met for the first time on Tuesday October 10, 2017. The meeting was facilitated by Consultant Jon Lange, who assisted the group to stay on task and collectively move forward.

The Subcommittee was comprised of eleven members: five citizen members, two Parks Commissioners, a City Councilor and three field experts.

Dials acknowledged those members present, stating that Jackie Bachman – a citizen member – was elected Chair of ASPAC. Marion Moore – also a citizen member - was confirmed as Vice-chair. Peggy Byrnes was also present as a member at large.

Dials reported that at the October meeting, ASPAC members brainstormed topics and issues for future discussion. Needed information, such as the demographics of Ashland's community, were identified as helpful in making informed decisions and final recommendations to the Commissioners. The current budget for the Senior Program, the existing partnerships and opportunities for new partnerships would be explored and regional and national social services identified. Sufficient access to those services would also be reviewed.

Feedback after the meeting included improvements to the meeting room. Onlookers also called for opportunities to give public input – a matter that was under discussion.

Dials stated that the next meeting would be held on November 13, 2017, in Council Chambers. She indicated that the venue had just been secured and meeting notices would be changed accordingly. Black noted that APRC was in the process of securing video services and doing everything possible to arrange for the meetings to be televised.

Landt asked about opportunities for public input. Dials replied that ASPAC had discussed dedicating two sessions specifically for public input. Discussion at the first meeting focused on ways to best communicate with one another and with the public and how best to facilitate public input. Such matters would continue to be discussed in future meetings.

Dials explained that the Senior Center was open Monday through Friday from 8:30 a.m. to 3:30 p.m. She stated that employees Natalie Mettler and Lori Ainsworth were working at the Center. She talked briefly about their roles. In addition, Superintendent Dials said she personally visited the Center on a regular basis and worked there as needed.

Dials talked about the regular foot care clinics, SHIBA appointments for assistance with Medicare and an AAPRP driving class. She stated that a Slips and Falls Clinic would be offered this week at The Grove from 1:00 p.m. to 3:00 p.m. The clinic was open to the public. It would be held again at a later date at the Senior Center.

Dials said Food & Friends serves meals daily from 11:30 a.m. to 12:30 p.m. at the Senior Center and also delivers meals via Meals on Wheels.

Dials reported that Senior Center staff were receiving training. Dials has been attending the OLLI series on aging at the SOU Campbell Center.

Dials noted that the update was a snapshot of current activities and the evolving planning process for the Senior Program.

#### Public Input

**Claudia Ballard** of Ashland, OR, called forward.

Ballard talked about her perceptions regarding Director Black and APRC processes, noting that in her opinion, the “chickens were sometimes counted before they hatched.” She stated that the presentation about the proposed competition pool was a case in point. Ballard indicated that Black reported details about the project before all the pieces were in place. She noted that one of the things that the \$49,000 Performance Audit stated was that an orderly process included looking for partners, then gathering the details so that everything was in place prior to asking for funding. Ballard stated that her understanding of the process of change that the Senior Center was experiencing seemed to exemplify the counting of chickens before they were hatched.

Ballard commented that ASPAC was perceived to be a kind of appeasement – a response to the anger of a community that wasn’t being heard. Ballard commented that she didn’t understand why former Senior Center staff were removed.

Ballard told the story of the dislocation felt by her mother – who at 93 was torn about the situation as it was today. She stated that the remedial actions taken by APRC seemed to be a kind of cover-up – one that did not address the atmosphere of sadness at the Center. Ballard concluded by stating that there was a pervading feeling that the process of change initiated by APRC was not done properly.

- ***Team Ashland Update (Information)***

Black reported that Thursday, October 26, 2017, at 5:30 p.m. at the Oak Knoll Golf Course, a Team Ashland meeting would be held. He explained that Interim City Administrator John Karns had instituted Team Ashland as a way to showcase the various departments and divisions of the City of Ashland. Public Works had completed their presentation as had City Administration. This Thursday would be APRC's time to present their work. Black stated that there would be a static display of APRC equipment and four rotating stations for attendees. Divisions within APRC would be described and there would be an overview of the projects currently underway. The presentation would include a review of the APRC Budget.

- ***CIP Update***

- 1. Golf Course Drainage Improvements***

McFarland explained the progress made to date. He noted that four new isolation valves had been installed throughout the system so that sections of the irrigation system could be isolated and repaired without shutting down the entire system. McFarland stated that the valves were a major improvement that would conserve water and improve efficiencies.

Two fairways experiencing drainage issues were revamped. Drainage channels were designed to carry water away from the fairways, making for better play when in the rough. In response to a question by Heller, McFarland noted that the fix was similar to that of a French drain in that a trench was prepared with perforated pipe that sent the water to stormwater runoff drains. Y connections were added for potential irrigation add-ons if necessary.

- 2. Trailer Donation by Ashland Rotary***

The Ashland Rotary donated a trailer that would be utilized at the Ashland Ice Rink to store ice skates and house concessions. Jim Hagemann, an APRC seasonal staff member, was retrofitting the trailer for the specialized uses needed at the Ice Rink.

Black stated that the permanent structure would save APRC more than \$5,000 per year for trailer rental.

- 3. Miscellaneous Construction projects***

McFarland noted that the bike polo storage shed was under construction. Once completed, it would allow bike polo enthusiasts to store their equipment at Hunter Park.

- 4. North Mountain Bridge***

McFarland displayed a picture of the North Mountain Park Bridge. He noted that the creek bank had been treated with sandbags along the toe of the bank designed to offer protection for the winter. McFarland stated that the Creekside footings were still intact – and placed approximately two feet back from the damaged creek bed.

- 5. Beach Creek Repairs***

The Beach Creek site had been repaired for erosion control and the area has been re-seeded. McFarland reported that it was anticipated that the improvements would protect the site until permanent repairs could be made.

- 6. Update on the Trails Master Plan***

McFarland noted that the Committee had been meeting for the past nine months. During that time, the existing chapters including maps and designated corridors were reviewed. The Committee has also identified approximately six new chapters that would be added. Once discussion was concluded, members would be tasked with writing

assignments to incorporate new information into existing chapters and craft new language for the chapters not yet included in the Master Plan.

### **7. Staffing Update**

Black highlighted a change in staffing that was initiated due to the retirement of McFarland as Supervisor of Forestry. The project manager added at the beginning of the last biennium had vacated that position and taken on the role of Supervisor of Forestry and Outer Parks, a lateral move.

### **ITEMS FOR COMMISSIONERS**

- ***Pickleball Update***

Heller stated that the painting of additional courts in Lithia Park, authorized at the prior Regular Meeting, was well received by the pickleball community. A storage bin was installed as well and the pickleball group contributed four nets in addition to the two nets that were moved from Helman.

- ***Slips and Falls Pamphlet***

Landt asked that staff research the Slips and Falls pamphlet for placement in the Senior Center. He stated that the pamphlet would add helpful information to the resources available for seniors. Black agreed, stating that additionally, classes would be held on the topic at the Grove and the Senior Center. He noted that the Fire Department offered a class as well.

- ***Joint Meeting with the Ashland School Board***

Gardiner announced that he had invited the Ashland School Board to participate in a joint meeting, to be held at the January Study Session. He proposed that the Briscoe and Lincoln Schools be a topic of discussion. Other possible agenda items could be the proposed competition pool and the establishment of a partnership for operating the pool.

Heller suggested that community use of the school's facilities be added to the agenda as well. He stated that he had fielded comments about the lack of availability of the gym.

Gardiner advocated for a joint meeting that would be informational only.

- ***Park Views Letter***

Gardiner reported that he and Commissioner Landt were working on a letter to the public regarding the Senior Program. He proposed that the letter come from the Commission as a whole.

Landt indicated that there was only one significant change that he would recommend - one that he believed would be a positive statement and acknowledgment. He stated that a sentence be inserted that stated "We accept responsibility for not being as clear in our communications as hindsight would show we should have been. Nevertheless, it is important to acknowledge that we Commissioners along with staff have responded to public feedback by ensuring no disruption in vital services."

Landt explained that this statement was an acknowledgement that as in every situation, the right is not on one side or another, it is on both sides and the responsibilities are on both sides as well.

Gardiner suggested changing the "should" to "could". In response to a request by Heller, Gardiner explained his perspective. Gardiner stated that he differed somewhat from the interpretation presented by Landt, that in his opinion, the two Commissioners who served on ASPAC fulfilled their duties to the best of their abilities. He stated

that there was a process for public input at every meeting – and the fact that there was little or no testimony did not make the Commissioners remiss. That said, Gardiner went on to say that hindsight gives a perspective that there were actually several ways to manage the process. Gardiner stated that there were more moving parts than just the two Commissioners at the meetings. He noted that the outcomes depended upon all who served on ASPAC and who gave input as to how that input was received or given. He acknowledged that in hindsight, it became apparent that the citizens wanted a different outcome.

Gardiner stated that he was encouraged by the current process with ASPAC. He affirmed a desire for a positive outcome.

Lewis asked that the sentence reading “we have and will continue to shoulder this responsibility unless the City relieves us” be softened to read “we have and will continue to honor this responsibility unless the City relieves us.”

It was agreed by consensus that the letter with the proposed changes be forwarded to the Ashland Daily Tidings.

Gardiner called for a volunteer to contribute a Park Views column for December.

#### **UPCOMING MEETING DATES**

Study Session, November 20, 2017 @ The Grove 1195 E. Main – 7:00 p.m.

Regular Meeting, November 27, 2017 @ Council Chambers 1175 E. Main – 7:00 p.m.

#### **ADJOURNMENT INTO EXECUTIVE SESSION**

By consensus, Gardiner adjourned into executive session at 9:38 p.m. pursuant to Executive Session: *Real Estate Discussion and Disposition*, ORS 192.660 (2)(e)

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

By consensus, Gardiner adjourned out of executive session at 10:15 p.m.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:15 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

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

City of Ashland  
PARKS AND RECREATION COMMISSION  
Lithia Park Master Plan Meeting Minutes  
October 25, 2017

**PRESENT:**                   **Parks Commissioners:** Rick Landt, Matt Miller  
                                  **APRC Staff:** Director Michael Black, Interim Parks Superintendent Jeffrey McFarland;  
                                  Administrative Analyst Betsy Harshman  
                                  **MIG Consultants:** Project Manager Laurie Matthews, ASLA; Principal-in-Charge Lauren  
                                  Schmitt, ASLA, AICP

**ABSENT:**                   None

I.       **CALL TO ORDER**

Director Black called the meeting to order at 9:00 a.m. at 340 S. Pioneer, Ashland, OR

II.      **PUBLIC PARTICIPATION**

There was none

III.     **ADDITIONS OR DELETIONS TO THE AGENDA**

There were none.

IV.     **UNFINISHED BUSINESS**

There was none.

V.      **NEW BUSINESS**

**a. *Project Background***

The Lithia Park master plan is an adopted goal of the Parks Commission. A Request for Proposals was solicited and three were received by June 15, 2017. The proposals were scored by a committee and Moore, Iacofano Goltsman, Inc. (MIG) was chosen for the contract.

**b. *Project Goals, Phases, Approach and Proposed Schedule***

The goal is to create a plan that will guide the preservation and enhancement of Lithia Park over the next 100 years.

This meeting centered on project initiation and preparation. Upcoming phases will include the strategic analysis of Lithia Park, a design week – transparent concept development, and closing with development and refinement of the master plan. These stages are strategically phased over the course of 2018 and are scheduled to wrap up in January or February of 2019.

**c. *Public Engagement and Communication Plan Discussion***

i.       Critical Stakeholders

Stakeholders will include but are not limited to groups such as:

- a. The Chamber of Commerce, OSF and Ashland School District
- b. Clubs including Ashland Garden Club, Rotary, Lions, Lithia Artisans, AWTA and sports groups.
- c. Committees similar to the Ashland Historic Commission and Forest Lands Commission

- d. Government agencies, as examples DEQ, ODF&W, ODSL, Ashland Planning, Public Works, Police and Fire Departments

- ii. Engagement Tools

Public engagement is critical to consensus and adoption of the master plan. The team plans to include a variety of avenues for public input and involvement early on and throughout the entire planning process.

Some of the tools discussed to encourage public participation included creating an online presence, boards, flyers, newspaper articles and holding in-person workshops. Schmitt and Matthews proposed an online tool that would integrate pictures and comments through a mapping interface to let people share how they use the park and what do they do there during the spring, summer, fall and winter. It could be very place based, where park users could point to a place on a map and say “this is my comment for this area”. This tool could also be used for integrative activities in workshop settings. The goal would be to leverage the ability to meet as many people as possible. Landt said APRC would look to MIG for guidance and wouldn’t oppose anything at this point. Black asked for their suggestions and Schmitt stated they would spell it out further in the engagement plan they’ll provide.

MIG will offer a drop-in session for the public to review the day’s activities. The Community Center or the Siskiyou Room are potential locations.

Schmitt suggested creating flyers about the plan. Matthews said she was contacted by one of our local papers and knows they are aware of the startup of the plan. MIG will spell this out in the engagement plan and send us some ideas.

Public workshops, flyers, the local newspaper, an online interactive site, website, Nextdoor, Facebook, Twitter and Instagram were all discussed. Matthews and Schmit will discuss other opportunities with Dorinda Cottle, APRC Promotions Coordinator.

- iii. Project Branding

Schmitt presented a document MIG designed for another city, consisting of a title and three small photos to brand the project. She suggested developing something similar to use throughout the master plan process, making it easy for someone to identify information relating to the Lithia Park Master Plan.

A hashtag will be developed for branding and quick recognition for online purposes.

- iv. Public Information Communication Protocols

Matthews and Schmitt will speak with Promotions Coordinator Cottle to develop an outreach program using social media for maximum reach. . Like other APRC online promotions, the master plan website page will be designed, managed and updated by Cottle. APRC already has a large following on Facebook.

- v. Critical Schedule Junctures

Design week was originally scheduled for March. Landt expressed concern that the MIG team wouldn’t experience the full effect of the bustling park on an early spring day. Matthews felt they

could push the activity to April or May and will consult with other members of their team to provide an alternative time.

vi. Coordination with Other Events, Projects, etc.

Matthews proposed that another way of getting information out to the public would be by creating materials to share with people at organized events such as a Christmas bazaar where someone on APRC staff would present it. Black said they would like to hear all of their ideas and recommendations. Matthews said they would look to leverage the ability to reach more people.

Miller recommended coordination with other groups who currently have plans in place or in progress such as the Ashland Forest Lands Commission and the Trails Master Plan Committee. He and McFarland are liaisons for the Forest Lands Commission. McFarland can provide representation for the trails plans. It's important to the success of the master plan to take into consideration the research and work that's gone into previous plans by communicating to maintain consistency with common goals.

**d. Team Site Visit and Fieldwork Format Discussion**

Landt suggested using the City Source monthly newsletter (if in time) for publicizing the upcoming site visit. Matthews thought it was a good idea but okay if we weren't in time for publicizing this event. She definitely wants to prepare for it to promote the design week. Landt and Miller encouraged using the newspaper for public information for citizens who don't use electronic media. Landt also recommended that he and Miller prepare a Park Views article. He requested a quote from Matthews as a large portion of the public is asking why we would change anything. Matthews will provide this and talk about what the plan is and what it is not.

Matthews provided a draft agenda indicating the first day of the site visit would include APRC sharing information with their team. Landt was in agreement with the introductions but expressed concern about the site tour, stating it's an opportunity to be out in the Park and is the most important part of the day. He thinks that 9-10 people per group are too many. Matthews said it might be possible to do three groups and wants to split groups so there is equal representation on each side. She anticipated that on the tour there would be multiple conversations happening and they will record on paper, seeing the place through APRC eyes, and put the information together so it's recorded. Landt said he'd like to rotate and spend part of the morning with one group and a different set later in the day. He recommended splitting up groups for the most diversity. MIG will work out the logistics.

12 members of the MIG team will be attending and APRC and City staff will be on hand to provide information and assistance. Black stated that APRC will be flexible and he will put everyone on notice for the 6<sup>th</sup> including Rachel Dials for recreation programs, Bill Miller, Jason Minica and others as needed. MIG team members will have a sense of who they want to chat with and will be in contact with Black. Black offered to supply a couple of golf carts and drivers for shuttling MIG team members between locations.

Base camp for the site assessment and stakeholder meetings will be held in the administration offices. Black stated the vision all along was for APRC to use the historical log cabin office for conducting the master plan. Matthews requested a U-shaped table format in the conference room. Everything else will be moved out to accommodate tables and presentation boards. Staff will contact IT to arrange for wireless availability.

Later in the day on the 6<sup>th</sup>, a public session is planned to take place in the Siskiyou Room or the Community Center. It is anticipated to announce the team is in town and provide an opportunity for the public to meet some members from MIG in a relaxed and open setting.

The second day would be to connect with people in their area of expertise. Matthews expressed metaphorically that they will be the sponge and APRC will be the water. Stakeholder interviews could be held in Black's office and other sessions could be stationed in the front of the log cabin.

Schmitt will provide a draft schedule by November 3<sup>rd</sup> so APRC can start scheduling meetings for December 7<sup>th</sup>.

**e. Next Steps**

Design week, open doors, scheduled review sessions and drop-in opportunities will be scheduled. Landt said to expect a good amount of attendance and Matthews replied that they are hoping so.

**f. Next Meeting Date(s)**

The two-day site assessment is scheduled for December 6<sup>th</sup> and 7<sup>th</sup> at multiple locations.

**VII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 12: 20 p.m.

Respectfully submitted,

Betsy Harshman, Administrative Analyst  
Ashland Parks and Recreation Commission

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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 & 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  
parksinfo@ashland.or.us

## PARKS COMMISSIONER STAFF REPORT

**To:** Ashland Parks and Recreation Commissioners  
**From:** Michael Black, APRC Director  
**Date:** November 21, 2017  
**Subject:** November 27, 2017 APRC Business Meeting

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The following items will be discussed by the Commissioners with possible action on both:

### 1. Draft Policy for Garden Bed Protection (Information; possible action)

APD Police Officers Matt Carpenter and Jason Billings appeared at the October 23 business meeting to discuss their request for a new policy to address interference with garden beds in parks. Joe Hyde, Park Tech. II also commented on the need for a new policy.

The purpose for the request was stated as a necessity to protect vegetation, erosion and parks improvements within garden beds. It is becoming more common that visitors to the parks are spending time within the beds which is causing extensive damage. The garden beds are intended to provide vegetation and to beautify the parks. These beds were not intended for human traffic, and, in fact, each park has a majority of its acreage that is dedicated to active play in playgrounds, grass fields, paths and sport courts. In other terms, there are various and several active play areas for park visitors without using the garden beds.

Staff is asking the Commissioners to review the language for the proposed policy and consider adopting the policy as stated, or with amendments. Staff and APD believe that this measure is necessary to protect the investments, environment and beauty of the garden beds and each park.

The proposed language for the policy is as follows:

***“Purpose/Goal***

*Protect and preserve landscaping in, around and throughout APCR-owned and managed properties.*

***Policy***

*No person or domesticated animal shall trespass upon any flower bed or landscaped area within APCR facilities. Violations will include standing, walking, sitting or reclining thereon. No person or domesticated animal shall be permitted to pick, break or in any way injure or destroy any flower, tree, shrub or bush standing within or growing upon the grounds surrounding, adjacent to or within APCR-managed facilities.”*

Since this is a Commission Policy that will be enforced by APD with other park rules, the Commissioners will have to make a motion and vote on the policy, and the Chair will need to sign the approved policy.

**2. 2018 Subcommittee Discussion and Assignments (Information; possible action)**

Each year, the Commissioners discuss the list of assignments for subcommittees. This item has been placed on the agenda for your convenience to review and discuss the current assignments prior to the beginning of the coming year. You will find a list of the assignments attached to this 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

541.488.5340  
AshlandParksandRec.org  
parksinfo@ashland.or.us

## PARKS COMMISSIONERS' POLICY

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Michael A. Black, Director

**DATE:** November 21, 2017

**SUBJECT:** Landscaping Protection Policy (Information; possible action)

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### Purpose/Goal

Protect and preserve landscaping in, around and throughout APRC-owned and managed properties.

### Policy

No person or domesticated animal shall trespass upon any flower bed or landscaped area within APRC facilities. Violations will include standing, walking, sitting or reclining thereon. No person or domesticated animal shall be permitted to pick, break or in any way injure or destroy any flower, tree, shrub or bush standing within or growing upon the grounds surrounding, adjacent to or within APRC-managed facilities.

Approved: \_\_\_\_\_

Mike Gardiner, Chair  
Ashland Parks & Recreation Commission

Date: \_\_\_\_\_



## 2017 Parks Commission Subcommittees

### Aquatics (Pool) Subcommittee

- Gardiner
- Miller

### Ashland Parks Foundation (Voting board member – Parks Commission position)

- Miller

### Dogs Subcommittee

- Gardiner
- Miller

### Forest Lands Commission (voting member)

- Miller

### Golf Course Subcommittee

- Gardiner
- Lewis

### Guidelines for Park Design and Maintenance Standards Subcommittee

- Landt
- Lewis

### Joint Powers Committee

- Gardiner

### Large Donation Subcommittee

- Landt
- Miller

### Lithia Park Master Plan Committee

- Landt
- Miller

### Public Arts Commission (Parks Commission liaison)

- Heller

### Real Estate Subcommittee / Open Space Subcommittee

- Heller
- Landt

### Signs, Plaques & Memorials Subcommittee

- Lewis
- Heller

### Senior Center Subcommittee

- Gardiner
- Lewis

### Trail Master Plan Update Committee

- Lewis
- Gardiner

### Bee City USA Subcommittee

- Heller