

IMPORTANT: Any citizen attending a commission meeting may speak on any item on the agenda. If you wish to speak, please fill out the Speaker Request form located near the entrance to meeting room. The Chair will recognize you and inform you as to the amount of time allotted to you. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to be heard, and the length of the agenda.

CITY OF ASHLAND PARKS AND RECREATION COMMISSION

Regular Meeting Agenda SEPTEMBER 22, 2014 @ 7:00 PM COUNCIL CHAMBERS ♦ 1175 E. MAIN STREET

CALL TO ORDER

APPROVAL OF MINUTES

Special Meeting—August 18, 2014

Regular Meeting—August 25, 2014

PUBLIC PARTICIPATION

- Open Forum

ADDITIONS or DELETIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- Mt. Ashland Banner Request

SUBCOMMITTEE and STAFF REPORTS

- NRPA Director's School Report
- Ashland Creek Park Construction Report

ITEMS FROM COMMISSIONERS

- November and December Commission Meetings

UPCOMING MEETING DATE(S) and PROPOSED AGENDA ITEMS

- Study Session—October 20, 2014
 - Parks Office, 340 S. Pioneer Street—7:00 PM
- Regular Meeting—October 27, 2014
 - Council Chambers, 1175 E. Main Street—7:00 PM

ADJOURNMENT

City of Ashland
PARKS AND RECREATION COMMISSION
SPECIAL MEETING
MINUTES
August 18, 2014

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Seffinger, Shaw; Interim Director Robertson;
Superintendents Dials and Dickens
Absent: Council Liaison: Mayor John Stromberg

CALL TO ORDER

Seffinger called the meeting to order at 7:05 p.m. in the Parks office, 340 S Pioneer Street.

APPOINTMENT OF PARKS DIRECTOR

Seffinger introduced Michael Black, director-elect of Ashland Parks and Recreation. Previously from Utah and Grants Pass, Black was reported to hold an MS and BS in Urban Planning from the University of Utah. The commission welcomed Black.

MOTION Shaw moved to appoint Michael Black as Director of Ashland Parks and Recreation on behalf of the Ashland Parks and Recreation Commission as outlined in the formal offer of employment dated August 12, 2014. Landt seconded the motion.

The vote was: All yes

Black voiced appreciation for the opportunity to work for Ashland Parks and Recreation. He said his employment would begin on August 20 and he would attend an NRPA director's development conference the following week in Wheeling, West Virginia. The conference would be in two parts: one week in 2014 and the second in 2015. Black introduced his wife, Natasha Black.

CITY / PARKS MEMORANDUM OF UNDERSTANDING DISCUSSION AND APPROVAL

Seffinger said council and the commission had worked for over a year on developing a Memorandum of Understanding (MOU) to identify all the rights and responsibilities of the two elected bodies. The two entities' individual and collective duties were also outlined at the staff level. Seffinger said she and Robertson met with City Administrator Kanner and Mayor Stromberg to develop wording that would allow for an effective, collaborative relationship between the City and Parks.

Robertson pointed out Section 4: *Directing*, letter i, in which it was stated that the department would, "to the greatest extent practical, adhere to the provisions of the City of Ashland Employee Communication Guide until the Department, in cooperation with the City, prepares its own Employee Communication Guide."

Robertson said he'd recommended developing a Parks style guide some ten years earlier and still felt it was necessary. A style guide would address some of the "overlap" issues when preparing for joint meetings between council and the commission, in writing joint public service announcements or while undergoing audits. Robertson recommended approval of the MOU as presented.

Discussion Among Commissioners

Landt said Robertson's points were directed to the first two sentences (of three within section i) and made sense; however, Robertson didn't really address the third sentence, which would be "one off and done." He said such language wasn't applicable to this MOU. Landt voiced support for approving the document with the exception of that sentence.

Lewis clarified that Landt was asking for the exclusion of that sentence from the paragraph. He felt the sentence was "legal-ese" and Parks would be well-served by the creation of its own communication guide. Lewis said the final sentence gave Parks that discretion.

CITY / PARKS MEMORANDUM OF UNDERSTANDING DISCUSSION AND APPROVAL, cont'd.

Additional Discussion Among Commissioners

Shaw recommended approval of the MOU as presented.

In an effort toward magnanimity, Seffinger also recommended approval of the document as presented.

MOTION Shaw moved to approve the City / Parks MOU as presented. Landt seconded the motion.

The vote was: All yes

STAFF AND COMMISSIONER COMMENTS

City Survey

Seffinger said the City conducted a survey every two years and another one was currently under development through the National League of Cities. Robertson said the survey included questions about all areas of service within the City. He said the commission was asked if they wanted to include a "wild card" question relative to parks. Seffinger recommended a question about whether adequate recreational opportunities were provided within the City. Robertson said the two previous surveys were favorable to Parks. Landt suggested the following question: "What parks and recreation opportunities would you like to see more of?" Robertson said this would be a telephone survey, with the results compared with every other parks and recreation agency throughout the country (of like size and makeup).

Ashland Creek Park

Shaw expressed appreciation for the current construction at Ashland Creek Park.

Mt. Ashland

Shaw said Mt. Ashland had a new executive director. He asked Black to meet with that person and explore the integration of their activities with activities provided by Ashland Parks and Recreation, with joint activities beginning as early as the winter season.

Dials said the winter guide would be scheduled out in October. Recreation Coordinator Lonny Flora would be working on a potential partnership with the Mt. Ashland after-school ski program. Future joint offerings with Mt. Ashland would be discussed at a later time.

Employee Communication Guide

Shaw said the development of a new Employee Communication Guide would be an opportunity for the new Parks Director. He recommended exploring other agencies' guides rather than reinventing all of it.

Following approval of the MOU by Council, commissioners asked staff to include "Employee Communication Guide" on a Parks Commission meeting agenda.

Watershed Art Walk

Seffinger asked for an exception to a Parks Commission policy.

Background: In her role as a voting member of the Forest Lands Commission, Seffinger had been assisting with the development of an art walk in the watershed toward stewardship promotion. A grant was requested and received and a trail was being identified. T-shirts were silkscreened depicting a Pacific fisher. At the Bear Creek Salmon Festival, the group hoped to assist children in creating similar T-shirts of the fisher. She asked for the allowance of a donation box at the festival to defray costs of Pacific fisher T-shirts created at the festival.

Landt said the request should be handled in the same manner as any other request for an exception to a Parks policy. He suggested having another member of the Forest Lands Commission make the request. Gardiner said if the commission allowed for one exception, many other exception requests would be forthcoming.

STAFF AND COMMISSIONER COMMENTS

Watershed Art Walk, cont'd.

Landt suggested reviewing the related policy as a whole rather than making an individual exception. Dials expressed concern about the timing of the request in terms of placing the item on the August regular meeting agenda.

Robertson suggested placing the policy review on a future agenda.

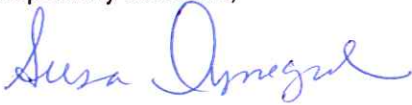
Seffinger said she understood the commission's points and would notify the Forest Lands Commission about the Parks Commission's decision not to make the policy exception for the 2014 Bear Creek Salmon Festival.

Green Page in Recreation Guide

Landt thanked staff for allowing him to write a short piece about water conservation for the fall 2014 recreation guide.

ADJOURNMENT– By consensus, with no further business, Seffinger adjourned the meeting at 7:46 p.m.

Respectfully submitted,



Susan Dyssegard
Ashland Parks and Recreation

City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
August 25, 2014

ATTENDANCE

Present: Commissioners Gardiner, Landt, Seffinger, Shaw; Superintendents Dials and Dickens

Absent: Commissioner Lewis; City Council Liaison: Mayor John Stromberg; Director Black

CALL TO ORDER

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

APPROVAL OF MINUTES

Study Session – July 21, 2014

MOTION Landt moved to approve the minutes as presented. Shaw seconded the motion.

The vote was: All yes

Regular Meeting – July 28, 2014

MOTION Landt moved to approve the minutes as presented. Gardiner seconded the motion.

The vote was: All yes

PUBLIC PARTICIPATION

None

ADDITIONS OR DELETIONS TO THE AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

SUBCOMMITTEE and STAFF REPORTS

Daniel Meyer Pool End-of-Season Report

Dials said the pool season was ending on September 7.

The season opened on June 12 with an on-site registration and swim lesson testing. Dials thanked Recreation Coordinator Lonny Flora for his work at the pool and assistance with hiring and training staff. Swim lesson enrollments were up for the year – from 275 last year to 318 in summer 2014. Dials said Dickens and his staff installed new flooring, a new roof, and purchased some furniture. The wading pool was decommissioned due to an inability to disconnect the circulation system between the main pool and the wading pool and associated environmental health concerns. Several complaints were heard about the shut-down but most pool patrons understood that capping the smaller pool was more affordable than installing a new filtration system at a cost of over \$30,000. In terms of programming, Flora implemented a new event during the season: Island night, which was attended by over 100 people. Pool attendance increased over the previous year due to a change in programming, including evening lap swim. Six students enrolled in the lifeguarding class and all six passed the certification program. Open swim hours were expanded to meet increasing demands, including evening hours for working parents and their children. A new program entitled "Pool to Path" was implemented on Wednesdays in August for a race group wishing to rent the pool for swimming before running on the nearby pathway. Revenues increased by \$2,000 in both June and July over the previous year. Dials said it appeared that both swim lesson sessions were filled to capacity.

SUBCOMMITTEE and STAFF REPORTS

Daniel Meyer Pool End-of-Season Report, cont'd.

Dickens said staff was looking into installing solar panels on the pool building roof as well as a privacy screening adjacent to the parking lot. He said solar panels would increase efficiency by over 25%.

Seffinger reported hearing positive feedback about the Island Night event. She said special events were appreciated by the community.

Dickens talked about proposed removals of trees shading the pool building roof. He said trees and shade caused efficiency losses for solar panels.

Drought Update

Dickens thoroughly reviewed the water usage report provided by Irrigation Manager Bill Miller. Temperatures were reported to be up over the summer period, with water conservation measures still in effect. Residents handled the drought well and water usage was down, with only 4.20 MGD in use (on average) versus over 7 MGD in normal years. TID water continued to supply the Reeder Reservoir and the TAP line (a Talent – Ashland – Phoenix connected water line) was now complete, a fast-tracked project that ran smoothly.

Dickens said the Garfield Park waterplay feature would be turned off after Labor Day as well as water at the Butler-Perozzi Fountain in Lithia Park. The fountain's early shutdown was due to leaks and the drought. Commissioners asked staff to post signs explaining the early water shutdown at the Butler-Perozzi Fountain.

Garfield Park Update

Shaw asked for an update on Garfield Park improvements. Dickens said a site plan was underway that included upgrading the water play amenity and moving it further away from the sand volleyball area. Construction could begin as early as winter 2015.

Ashland Creek Park Update

Shaw asked for an update on Ashland Creek Park. Dickens provided current information on the park's construction, stating that the project was on schedule, with completion expected in December or January.

ITEMS FROM COMMISSIONERS

Ashland Skate Park

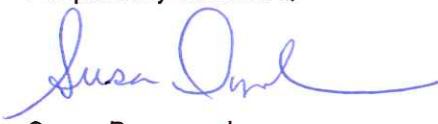
Shaw reported walking past the Ashland Skate Park and finding it in better condition. He thanked Dickens and his staff for their efforts toward improving the park.

UPCOMING MEETING DATES & PROPOSED AGENDA ITEMS

- Study session set for September 15 at 7:00 p.m., Ashland Creek Park, 27 E. Hersey Street. Topic:
 - Walking Tour of Construction Site
- Regular meeting set for September 22 at 7:00 p.m., Council Chambers, 1175 E. Main Street. Topics:
 - Mt. Ashland Banner Request
 - Ashland Creek Park Construction Update

ADJOURNMENT– By consensus, with no further business, Seffinger adjourned the meeting at 7:23 p.m.

Respectfully submitted,



Susan Dyssegard
Ashland Parks and Recreation

ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Stefani Seffinger
Vanston Shaw




Michael Black
Director

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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Rachel Dials, Recreation Superintendent 

DATE : September 17, 2014

SUBJECT : Mt. Ashland Ski Program Banner Request

Action Requested

Approve or deny the request from Mt. Ashland for Parks Commission sponsorship of the Mt. Ashland Ski Program in the form of a banner across East Main Street.

Background

Staff was approached by Dan Shulters, coordinator of the Mt. Ashland ski program. Mr. Shulters requested sponsorship from Ashland Parks and Recreation for placing a banner across East Main Street the week of November 3-9, 2014. Without City sponsorship, a banner cannot be placed across the roadway.

The Mt. Ashland Ski Program is an afterschool program for 4th through 8th graders in January and February. The program offers students the challenge of learning and conquering the slopes of Mt. Ashland. Goals of the program include:

1. Helping kids make new friends
2. Building self-confidence by learning a lifetime sport
3. Getting exercise in the fresh air
4. Gaining appreciation for the mountain environment
5. Learning about safety and ski area etiquette

Goals of the Mt. Ashland program align with the mission of Ashland Parks and Recreation.

The commission has set precedence for banner sponsorship in the past by approving a banner request last spring for the Lion's Club Feast of Will event held in Lithia Park.

Staff met with the director of Mt. Ashland to discuss opportunities for cross promotion of programs as well as other future programming ideas.

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340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

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Michael Black
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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Michael Black, Director

DATE : September 17, 2014

SUBJECT : NRPA Director's School Report

Action Requested

Information only

Background

During August of this year I was able to attend the NRPA Director's School in Wheeling, West Virginia. As a representative of Ashland Parks and Recreation, I was able to create a network of very fine and qualified parks professionals from throughout North America. In addition, I spent more than forty hours in the classroom learning newest best practices in the field of parks and recreation management from some of the finest and most experienced practitioners in the field.

At the upcoming regular meeting, I plan to give an update on the class and share some of the valuable information I learned during my weeklong training.

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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM :  Bruce Dickens, Parks Superintendent

DATE : September 17, 2014

SUBJECT : Ashland Creek Park Construction Report

Action Requested

Information only

Background

At the September 15 study session, staff met with the Parks Commission for a site orientation and progress update at Ashland Creek Park. Details on phasing of the project were discussed and site features identified, including the playground, garden, plaza, natural meadow, and restroom layout.

Project manager Steve Ennis covered many of the specific construction details.

There was discussion about raised beds in the garden areas and what material would be used for walking surfaces in and around the ADA sections.

The project is ahead of schedule and has a tentative completion date of mid-December.