

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
AUGUST 25, 2014 @ 7:00 PM
COUNCIL CHAMBERS ♦ 1175 E. MAIN STREET

CALL TO ORDER

APPROVAL OF MINUTES

Study Session—July 21, 2014

Regular Meeting—July 28, 2014

PUBLIC PARTICIPATION

- Open Forum

ADDITIONS or DELETIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

SUBCOMMITTEE and STAFF REPORTS

- Daniel Meyer Pool End-of-Season Report
- Drought Update

ITEMS FROM COMMISSIONERS

UPCOMING MEETING DATE(S) and PROPOSED AGENDA ITEMS

- Study Session—September 15, 2014
 - Parks Office, 340 S. Pioneer Street—7:00 PM
- Regular Meeting—September 22, 2014
 - Council Chambers, 1175 E. Main Street—7:00 PM

ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28CFR 35.102-35.104 ADA Title I). Beginning April 15, 2014, City of Ashland televised meetings will occur on channel 180 for Charter subscribers. Ashland TV subscribers can continue viewing City meetings on channel 9.

City of Ashland
PARKS AND RECREATION COMMISSION
STUDY SESSION
MINUTES
July 21, 2014

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Seffinger, Shaw; Interim Director Robertson; Superintendents Dials and Dickens

Absent: City Council Liaison: Mayor John Stromberg

CALL TO ORDER

Seffinger called the study session to order at 7:05 p.m. at the Wastewater Treatment Plant, 1295 Oak Street.

PARKS LOGO DISCUSSION

Dickens presented a new draft Parks logo displayed on green and white shirts. Versions included a black and white logo and a color logo. Dials pointed out that evergreen branches and cone sizes varied. "1908" was included in the logos, the year of the commission's founding. Robertson suggested adding the word "Commission" after "Ashland Parks and Recreation."

Discussion Among Commissioners

Commissioners provided feedback on the draft Parks logos. Shaw voiced support for the color logo and said he preferred not using the word "Commission." Landt liked the non-color logo but said it was a personal aesthetic choice. He suggested not using the word "Commission." Lewis said the color version could be used for trucks and the black and white for shirts. He suggested not including the word "Commission." Gardiner thanked staff for their efforts as branding was important. He felt the logo was ready to go. Seffinger liked the color version best but suggested allowing for both options. She noted her preference for a darker colored green shirt rather than the lighter green presented that evening.

Dickens displayed a draft park sign with the revised logo and green lettering. He said the trucks and Parks letterhead would be the first items to feature a new logo.

When asked about the revised golf course logo, Robertson said it was already used on hats sold at the golf course. Once the Parks and golf logos were approved, they would appear on everything: T-shirts, hats, signs, and vehicles.

Staff was directed to include "Parks Logo Discussion and Approval" on the July 28 regular meeting agenda.

DISCUSSION AND TOUR OF ASHLAND POND AREA / WASTEWATER OUTFALL RELOCATION

Engineering Services Manager **Scott Fleury** said Public Works staff and consultants were on hand to tour the proposed wastewater outfall site with the commission and to answer any questions. Meeting attendees introduced themselves: consultants **Jason Smesrud**, Principal Technologist with CH2M Hill, and **David Primozich**, Director of Ecosystem Services for The Freshwater Trust; Helman Elementary School teacher **Mia Driscoll**; Rogue Valley Audobon Society representative **Pepper Trail**; and **Jonathan Gasik**, Senior Wastewater Engineer with OR DEQ. Fleury said Gasik would be writing the City's next permit for the treatment plant and could answer regulatory agency questions.

Smesrud said the commission heard a preliminary project status report in June. Per a July 8 meeting with the DEQ and ODFW, the permit renewal would not occur in the fall timeframe; instead, the schedule for completion was pushed out to early 2015. This meant no immediate decisions were necessary. Additional field work and water quality sampling were needed as well as modeling to determine the best outfall location and temperature needs relative to wetlands. Confirmation was received from DEQ that direct discharge into Ashland Creek would no longer be allowed. Discussion ensued regarding flow needs and / or fish habitat restoration to address fish resource issues. Data were identified and additional water and effluent samples taken over four weeks to fill in missing parameters. A field crew would visit the site the following day to take stream measurements at proposed outfall locations. The Freshwater Trust was working with others on water rights exchange projects, water rights possibilities and water diversion from Ashland Creek to Bear Creek.

DISCUSSION AND TOUR OF ASHLAND POND AREA / WASTEWATER OUTFALL RELOCATION, cont'd.

Landt said the last time the commission heard an update on this project, wetlands were discussed as a possible source for temperature cooling. He asked if that method would be cost prohibitive. Smesrud said there were a number of challenges involved in that method. Up to ten acres could be needed around the WWTP for outfall so a land conversion might be the best option, as only 3.9 acres were currently available at the site. Robertson said the lands around the area were purchased through Oregon State Parks using federal funds.

The topic of jurisdictional wetlands was discussed in terms of whether the land could accommodate the pumping of discharge into wetlands. Gasik said someone would need to walk around the area and make an assessment.

Fleury said the City owned and controlled the water rights for Ashland Pond.

The group toured the existing outfall location and potential future outfall locations and discussed pipeline routing alternatives.

Smesrud talked about the mixing zone and said it was the area where effluent and creek water met. Fleury said the next phase would outline how the water left the pipe and entered the outfall area.

STAFF AND COMMISSIONER COMMENTS

Robertson said Horticulturist and Park Tech III Anne Thayer announced her resignation date: July 31, 2014. An option for her replacement could be a project manager / facilities maintenance supervisor. The arborist role handled by Thayer could be partially managed by the hiring of outside arborists. The horticulture portion of Thayer's position could be dealt with in-house using existing staff. Landt said this was a topic best managed by the Parks Superintendent in conjunction with the new Parks Director. Consensus was that staff work assignments would be the responsibility / at the discretion of the Parks Director.

Dickens reported that the current Facilities Park Tech II (Custodial Lead) was scheduled to retire on August 31.

Dials said she had been working with planning consultant Craig Stone on a conditional use permit for the ice rink cover. She'd also consulted with City of Ashland Associate Planner Derek Severson and Planning Director Bill Molnar. Staff intended to erect the temporary cover for the '14-'15 ice rink season.

Robertson said the next day, July 22, would be the first day of Parks Director interviews. He outlined the schedule and asked the commission to arrive at the Parks office by 7:30 a.m. The following day, July 23, would be reserved for finalist interviews.

ADJOURNMENT

By consensus, with no further business, Seffinger adjourned the study session at 8:50 p.m.

Respectfully submitted,



Susan Dyssegard
Ashland Parks and Recreation

City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
July 28, 2014

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Seffinger, Shaw; Interim Director Robertson; Superintendent Dickens

Absent: City Council Liaison: Mayor John Stromberg; Superintendent Dials

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 – June 16, 2014

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

The vote was: All yes

Regular Meeting – June 23, 2014

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

The vote was: All yes

PUBLIC PARTICIPATION

None

ADDITIONS OR DELETIONS TO THE AGENDA

None

UNFINISHED BUSINESS

PARKS DIRECTOR RECRUITMENT PROCESS UPDATE

Robertson provided a brief update on the Parks Director recruitment: 78 applications were received; eight candidates were interviewed the first day and three finalists the second day. The field was narrowed to one and an offer letter extended. Background checks were underway and reference checks would follow. If everything went well, the candidate could be announced soon.

NEW BUSINESS

LITHIA PARK FILMING REQUESTS

Robertson said a Lithia Park filming request was received that included use of small supplemental lights. Since lights were beyond the scope of staff-level approval, the request was brought before the commission. Lesko hoped to shoot during the early mornings of August 13 and 14 in upper Lithia Park. Robertson said staff planned to schedule reviews of Parks filming and amplification policies in the fall timeframe. He recommended approval of the current filming request as proposed.

Ashland resident and filmmaker **Joel Lesko** of SunShower Productions, Inc. provided additional details about his filming request. He said the lights would be small and battery operated.

Discussion Among Commissioners

Landt said his goal was to support the local filming industry and Lesko's project; however, a Parks policy stipulated that no light could shine directly off Parks property. He asked if Lesko could film in that manner. Lesko said the lights could be directed downward, thereby reducing shadows. Lewis said Lesko's letter of request addressed the Parks Commission policy for filming and photography and was fairly benign. He suggested reviewing the policy to adjust it for current technologies. He spoke in favor of supporting the local film industry.

MOTION Shaw moved to approve the filming project as stated in the staff memo and as revised by Mr. Lesko, with staff working out the details with Lesko. Gardiner seconded the motion.

AMENDMENT TO MOTION Landt suggested an amendment in which lighting would be consistent with the Parks Commission's lighting policy. Gardiner seconded the amendment to the motion.

The vote was: All yes

NEW BUSINESS, cont'd.

ICE RINK SPONSORSHIP REQUEST

On behalf of Dials, Robertson welcomed Recreation Coordinator **Lonny Flora**.

Flora talked about the proposed purchase of ice rink scooters to serve as aids for less experienced skaters. The scooters would potentially feature front-view advertisements. Businesses could fill those spaces with ads and the ads could remain for the lifetime of each scooter. Staff proposed a \$150 advertising fee to include development of a decal using approved logos. Staff solicited feedback from the Chamber of Commerce and learned that the price point sounded appropriate and businesses would probably be receptive. The deadline for applications would be October 3, 2014. Staff was requesting commission direction in terms of soliciting businesses to purchase the ads. The goal would be to recover more costs and expand ice rink programming.

Discussion Among Commissioners

Landt voiced his preference for broadening the discussion: either open Ashland parks to this type of commerce or not. Shaw said the commission already approved an advertising banner on the back infield at Hunter Park to support Ashland Little League's programs and scholarships. He said the proposed scooters would be a smaller enterprise and the logo could be approved by staff. Gardiner said the commission opened the door for this type of enterprise when the baseball field banner was approved. He voiced support for entrepreneurial ventures such as the ice scooters with ads but asked how to best manage such requests: piecemeal or as a whole? He said another advertising trend for Parks included ads on golf course holes. Gardiner suggested allowing a one-year trial for the ice rink scooters featuring local ads. Lewis echoed Gardiner's sentiments, adding that the ice rink sponsorship by Ashland Rotary was another precursor to the current request. For a future review of this topic, he suggested including everything allowed so far, including Little League fields and concessions and the Rotary ice rink sponsorship. The review could include every similar decision made and a discussion about restricting or liberalizing such practices. Seffinger said the Budget Committee talked about rewarding Parks for incentivizing parks. She asked whether the commission wished to vote on this tonight or talk about it at a future study session and develop a policy. Landt asked if the scooters could be purchased in the near future, with an overall policy developed at a later time.

Robertson said Parks owed it to the community and the Budget Committee to consider this option. He suggested purchasing the scooters soon and deciding on the policy later. Flora said staff was considering buying 20 scooters at \$150 each. The price included shipping and handling, administrative fees and decals. Initial scooters would be for smaller people but adult-size scooters could also be purchased. Rental fees for the public would be minimal. Seffinger suggested providing scooters for disabled teens; Flora concurred.

Robertson said staff would be drafting a policy for commission review. Lewis suggested including advertisements in the seasonal recreation guides. Seffinger suggested posting advertisements at the Dog Park.

PARKS LOGO DISCUSSION AND APPROVAL

Dickens said the swans departed from Lithia Park ten years earlier but swans remained in the logo. Staff had been working with Promotions Coordinator **Dorinda Cottle** to develop a new logo. Natural elements were explored rather than trendy choices. Dickens referred the commission to logo samples presented in meeting packets. Proposed logos for Parks and the golf course included evergreen and oak tree boughs and a single or double pine cone or acorn with the name of each organization. Similar colors were used for both logos. Draft logos were mounted on sample shirts for the commission's review at the July 21 study session. If approved, the logos would be used for the branding of Ashland Parks and Recreation: in publications, on vehicles and clothing, on stationery, and more. Dickens recommended commission approval of new logos for the department and the golf course.

Discussion Among Commissioners

For the Parks logo, commissioners debated whether to center the "Ashland" or to place it off-center across the top-right section. Gardiner said he preferred a centered "Ashland," similar to the golf course logo. Other commissioners either preferred an off-center "Ashland" or had no strong preference. Commissioners debated the size of the foliage branches and pine cone (smaller or larger).

NEW BUSINESS

PARKS LOGO DISCUSSION AND APPROVAL, cont'd.

MOTION Shaw moved to approve a revised Parks logo (option #2) in color with an off-centered "Ashland," a larger pinecone and the inclusion of "Est 1908."

The vote was:

Landt, Lewis, Shaw, Seffinger – yes / Gardiner - no

Robertson said the new logo would also be used on park signs throughout the system. He reminded the commission that staff would also need to work with a professional consultant on the creation of a style guide for the department.

DROUGHT UPDATE

As of July 23, Robertson said Reeder Reservoir was at 98% capacity. He read through the staff report prepared by Irrigation Manager **Bill Miller**. Citizens had been responsive to the request for a reduction in water usage due to the drought. The TAP project (Talent / Ashland / Phoenix water pipeline construction) was going well.

Lewis said he found the drought update valuable; he asked for another one in August.

Landt said the information provided by staff could be found on two different websites: USGS and the City of Ashland. He reported visiting those sites daily. He asked when the TID water would be shut off for the season; Robertson said approximately September 15.

SUBCOMMITTEE and STAFF REPORTS

Dogs Subcommittee Report and Next Steps

Shaw said the Dogs Subcommittee (Seffinger and Shaw plus staff assistants Robertson and Dickens) met at the "Rocky Top" area of North Mountain Park on Thursday, July 17. The area, situated adjacent to a neighborhood, included a playground and grassy area within the park land. A Woof Waste station had been installed in that section at one time but then removed. The subcommittee looked at the Rocky Top area and felt it was similar to a neighborhood park. The subcommittee discussed recommending that the upper portion become a dog-friendly area, leaving the lower park off-limits to dogs. For the time being, the subcommittee was waiting for feedback from the homeowners' association about their preferences for that area. Comments had been heard on both sides of the issue.

Dickens reported receiving feedback from the homeowners' association president for the Village Green Drive neighborhood. Neighbors were largely in favor of having it become a dog friendly area, with a Woof Waste station installed and leash law and cleanup rules enforced. They also wished to abide by whatever process or rules the commission chose to implement.

Ashland Creek Park Groundbreaking Report

Dickens said the Ashland Creek Park project was moving along and contractors Roxy Ann Rock received a notice to proceed earlier that day. Lead contractor Wes Norton would need to present his bond before the project could begin. The state historic preservation office (SHPPO) was in favor of the project as long as an archaeologist was on hand to monitor progress. Robertson said the community gardens had been closed down the previous day. When asked about the soil, Robertson said it would be replaced with fresh soil.

Land Acquisition Subcommittee

Landt asked staff to schedule a Land Acquisition Subcommittee meeting with Landt and Shaw later in the week.

ITEMS FROM COMMISSIONERS

Budget Committee Meeting Report

Landt said he attended the Budget Committee meeting of July 24 along with Seffinger. Discussion points relating to Parks included incentivizing parks and completing the approval of the City / Parks Memorandum of Understanding (MOU). Landt had hoped to include the MOU on the evening's Parks Commission regular meeting agenda but it was too short a turnaround time for proper public noticing. He suggested converting the August 18 study session to a special meeting to allow for Parks Commission approval of the City / Parks MOU. Landt also suggested approving the Parks Director appointment at that time.

UPCOMING MEETING DATES & PROPOSED AGENDA ITEMS

- Special meeting set for August 18 at 7:00 p.m., Parks office, 340 S. Pioneer. Topics:
 - Parks Director Appointment
 - City / Parks MOU Approval
- Regular meeting set for August 25 at 7:00 p.m., Council Chambers, 1175 E. Main Street. Topics:
 - Land Acquisition Subcommittee Report
 - Drought Update

ADJOURNMENT– By consensus, with no further business, Seffinger adjourned the meeting at 8:02 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 Sellinger
Vanston Shaw



Michael Black
Director

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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Rachel Dials, Recreation Superintendent *RD*

DATE : August 20, 2014

SUBJECT : Daniel Meyer Pool End-of-Year Report

Action Requested

Information only

Background

Staff will present a report on the 2014 season of the Daniel Meyer Pool.

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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : *Bruce Dickens*
Bruce Dickens, Parks Superintendent

DATE : August 20, 2014

SUBJECT : Drought Update

Action Requested

Information only

Background

Attached for your review is a water usage report dated August 20. Bill Miller will have another update for you on Monday, August 25.

Drought Update from Dave Kanner from Wednesday Weekly Message:

"Our water situation continues to be what I'd consider a pretty remarkable story of a community pulling together to deal with an extraordinary drought situation. Ashland water users continue to limit their water use to less than 4.5 million gallons a day (normally at this time of year, we'd be using more than 6 million gallons a day). With the (relatively) little bit of water still flowing into Reeder Reservoir and the addition of Talent Irrigation District water to our water supply, the reservoir is still 99% full! In the meantime, we have completed the Talent-Ashland-Phoenix water line that's designed to bring Medford water to Ashland (2 million gallons a day) in the event of an emergency and we'll begin testing the pumps and pipes next week.

Please be aware that during this test period, water may sometimes appear cloudy, as mineral deposits are dislodged in the pipes. That includes the water coming into most City facilities. (Oak Knoll Golf Course, the Senior Center and Fire Station 2 won't be affected, but I think just about every other City building could be.) The water is safe to

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drink! If you turn on the tap and get discolored water, you can get rid of the cloudiness by turning on your faucet and letting the water run for a few minutes (although in the interest of conservation, we'd prefer you didn't). There may also be occasional fluctuations in water pressure. The pressure will stabilize as the system adjusts. I assume that all of our City buildings have pressure relief valves and these pressure fluctuations might not be noticeable.

So, not only did we take on a two-year project and get it done in six months, which is amazing all by itself, but according to the last set of numbers I saw – which are by no means final – the project is coming in under budget. Just a great success story all the way around so far.

Meanwhile, last week we held a "Drought Summit," at which we brought together a variety of agencies with water-related information to share and, well, we shared a whole lot of water-related information with the 100 or so people who attended. Because there were waaaaay more questions than time available to answer them, we assembled them all, along with our answers and posted them on the City web site."

Water usage as of Wednesday, August 20, 2014:

Reeder Reservoir	99.2%
West Fork	1.12 MGD (was 0.96 on August 11)
East Fork	1.35 MGD
TID supplement	2.16 MGD
Total:	4.63 MGD
Production (usage by residents)	3.79 MGD

Summer total usage; residents of Ashland have only been using on average 4.20 MGD. This number continues to be impressive. Usual average for this time of year is over 7 MGD.

Bill Miller, Irrigation Division Supervisor
Ashland Parks and Recreation