



**City of Ashland, Missouri
Meeting Agenda
Park Board Meeting
Ashland City Park- Small Shelter
6:00 p.m. Monday, June 8, 2026**

****If bad weather we will meet at City Hall, 101 W. Broadway****

I. INTRODUCTORY ITEMS

- a. Roll Call
- b. Approval of the previous meeting minutes
- c. Approval of the Agenda

II. NEW BUSINESS

- a. Election of Chairs
- b. Naming of Dog Park
- c. Approval to order signs for Fall Festival
- d. Special Event Fee Schedule

III. OLD BUSINESS

- a. None

IV. REPORTS/ DISCUSSION

- a. Upcoming Events

V. ADJOURNMENT

Members of the public may attend any open meeting. For requests for accommodations related to disability, Please call 573-657-2091.

In order to assist staff in making the appropriate arrangements for your accommodation, please make sure your request as far in advance of the posted meeting date as possible.

Posted: @ _____

Draft agenda subject to change up to 24 hours prior to the time of the meeting.

Parks and Recreation

Board Minutes

MINUTES NOT APPROVED BY BOARD

April 13 , 2026

On April 13, 2026 the meeting of the Ashland Park Board was called to order by Chairperson Sobczak at 6:00 p.m.

Board Members present were Elisabeth Sobczak (via phone), Cecil Payne, Loren Plank, Dan Vande Voorde, and Hannah Frevert

Board Members Absent:

City Staff present: Administrative Assistant Leslie Martin, Public Works Supervisor Curt Heckman, Mayor Slinker

Guests:

Chairperson Sobczak called for a motion to approve the minutes from March 9, 2026. Motion was made by Board Member Vande Voorde and seconded by Board Member Frevert to approve the minutes as presented. Motion carried.

Chairperson Sobczak called for a motion to approve the agenda for April 13, 2026. Motion was made by Board Member Frevert and seconded by Board Member Payne to approve the agenda. Motion carried.

Old Business:

New Business:

a. Lex Long- Eagle Scout Project-Lex went over his presentation with the Board. Board Member Vande Voorde asked about completion of the project. Lex stated he plans to have it done by September and plans for it to be done by the Fall Festival. Board Member Frevert asked about doing a dedication at the festival for the bench and asked if he would be willing to come as well. Lex stated he would be willing to do that. Curt Heckman, public works supervisor, stated the bench cost is around \$2300.00. Lex stated that he thinks he would be able to fundraise to come up with the funds. Board Member Plank asked what the Board's thoughts were on the location. The Board discussed the best placement for the bench. They thought by the entry way would be the best place. Board Member Vande Voorde and Chairperson Sobczak asked the Board's thoughts on partnering with him to help purchase the bench if needed. The Board was in agreeance of this. Chairperson Sobczak suggested doing a naming of the dog park at the same time of the reveal of the bench. The Board was in agreeance of this.

b. Park Plan Update- The Board had discussion on what the next step will be with the Master Park Plan not being approved by the Board of Aldermen. Board Member Plank suggested to meet in the park at the next meeting so the board could see projects that needs to be addressed.

Discussion/Reports:

a. Upcoming Events- Chairperson Sobczak stated the marketing needs to get started for the Fall Festival. Chairperson Sobczak stated that ABC would like to partner with the Park Board. Chairperson Sobczak stated she will reach out to the radio stations that sponsored last year. Board Member Plank suggested a different placement of where the booths go to help keep vendors out of the sun. The Board had a discussion on different areas for placement of the booths. Board Member Vande Voorde made a motion to increase the booth fee by \$10 and seconded by Board Member Plank. Roll Call vote: Board Member Frevert-no, Board Member Vande Voorde-no, Board Member Payne-no, Chairperson Sobczak-no, Board Member Plank-yes. Motion fails.

Christine Sapp with ABC stated they would like to partner with the Park Board more. She stated they would like to get together and look at dates and try to coordinate events together.

b. Public Works monthly Park report- see attached report.

Board Member Vande Voorde asked if the tennis courts have lights.

Chairperson Sobczak stated to the board that she reached out to Kyle, City Administrator, about putting the park back on the board for getting fiber at the park to be able to get cameras in the park and getting better lighting. Board Member Plank made a motion to add fiber to the park and seconded by Board Member Vande Voorde. All in favor. Motion carries. Board Member Plank made a motion to put cameras in the park seconded by Board Member Payne. Call for vote: Board Member Plank -yes, Board Member Payne-yes, Chairperson Sobczak-yes, Board Member Vande Voorde-no, and Board Member Frevert-no. Chairperson Sobczak stated she would like to revisit having a neighborhood watch. She asked thoughts from the board. Board Member Frevert suggested to talk with Chief Young about the neighborhood watch and to ask him what it would look like if approved having cameras in the park.

Motion was made by Board Member Vande Voorde and seconded by Board Member Frevert to adjourn the meeting at 7:30 p.m. Motion carried.

Minutes taken by Leslie Martin, Administrative Assistant



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8 May 2026

Re: Special Event Park Fees

Members of the Park Board:

The Board of Aldermen had discussions around the special event fee structures proposed for the usage of the park at their May 7th, 2026 meeting. I will outline some comments and thoughts below based on their feedback. They have requested that the Park Board revisit the proposed language and come forward with an amended proposal on June 16th, 2026.

The primary concerns raised by the Board largely boil down to complexity and fairness. They want to ensure that proposed language is easy to understand and easy to apply to all various event types. At the same time, they want to make sure the fees are fair.

Fee Structure:

The Board suggests revisiting the fee structure setup and shifting away from population based fees and simply look at facility based fees. For example, create usable spaces and assign fees accordingly. Give event coordinators options to rent a singular shelter, multiple shelters, or the entire park for the support of their events and have flat fees associated with them.

The Board's general concern with population-based fees stems from an inability to actually track attendees.

Ticketed Events:

Consider doing away with a charge per ticket type arrangement. Again, the concern from the Board was with the complexity of monitoring and tracking. There may be room to augment this language some to consider a flat fee for a ticketed event or a percentage of sales. Ticketed events will also need to be better defined as to what a ticketed event includes. This was originally drafted for an event organizer that would be charging admission such as a concert, etc. Better defining language will need to be added to support a ticketed event-based fee structure.

Application Fee:

Retain as presented in the current amendment.

Vendor Fees:

The Board again raised concern with the ability to track and verify. This may be one where it would be more appropriate to have a flat fee associated regardless of number of vendors. Or to increase the tier grouping sizes. Perhaps something more along the lines of 1 to 10 vendors, 10 to 25 vendors, and 25 vendors or more. Vendors will also need some better definitions to it. I will look at language to tie it back to the Business License chapter to make sure it is clear that vendor is the same as a business requiring a business license.

Cleanup Fee:

The Board suggests simply changing this to a deposit and then better defining what would result in loss of a deposit.

Respectfully,

A handwritten signature in blue ink that reads "Kyle Michel". The signature is fluid and cursive, with the first name "Kyle" and last name "Michel" clearly distinguishable.

Kyle Michel, MPA, ICMA-CM
City Administrator
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AN ORDINANCE AMENDING CHAPTER 38; STREETS, SIDEWALKS, AND OTHER PUBLIC SPACES

WHEREAS, the Park Board has reviewed and proposed amendments to Chapter 38: Streets, Sidewalks, and Other Public Spaces, Section 38-66 Fees, of the City of Ashland Code of Ordinances;

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND, MISSOURI AS FOLLOWS:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Section 1. The Board of Aldermen hereby amends Chapter 38: Streets, Sidewalks, and Other Public Spaces to amend Section 38-66 Fees as follows:

38-66. Special Event Fees

(a) Application Fee.

A non-refundable special event application fee of twenty-five dollars (\$25.00) shall be submitted with each application for a special event permit.

(b) Park Facility Reservation Fees.

Special event fees for use of City Park shall be based upon the portion of park facilities reserved for the event as follows:

1. Single Shelter Reservation: Fifty dollars (\$50.00).
2. Multiple Shelter Reservation (two or more shelters): One hundred dollars (\$100.00).
3. Major Event Reservation: Two hundred fifty dollars (\$250.00).

For purposes of this section, a Major Event Reservation shall mean any event proposing use of all reservable park shelters together with associated park grounds, parking areas, or recreational facilities in support of the event, resulting in material limitation of ordinary public use.

The City Administrator or designee shall determine the appropriate reservation category based upon the scope of the application and proposed event layout.

(c) Ticketed Admission Events.

Any event charging admission for entry shall pay an additional flat fee of one hundred dollars (\$100.00).

For purposes of this section, a ticketed admission event means any event where attendees are required to pay admission, purchase tickets, or otherwise provide compensation for entry to the event grounds. This section shall not apply to vendor purchases, concessions, merchandise sales, or voluntary donations unless such payment is required for entry.

(d) Vendor Event Fee.

Events that include vendors operating for commercial purposes shall pay an additional flat vendor event fee of fifty dollars (\$50.00).

For purposes of this section, "vendor" means any business, concessionaire, exhibitor, or other commercial operator conducting sales or offering goods or services during the event, consistent with applicable City business licensing requirements.

(e) Security/Cleanup Deposit.

A refundable security and cleanup deposit shall be required for events involving:

4. Food service or concessions;
5. Alcohol service, where permitted;
6. Anticipated attendance of one hundred (100) or more persons;
7. Amplified entertainment;
8. Activities reasonably expected to generate unusual cleanup demands, refuse generation, or facility impacts.

The required deposit shall be one hundred dollars (\$100.00), except that events with anticipated attendance of one hundred (100) or more persons shall require a deposit of two hundred fifty dollars (\$250.00).

Deposit funds may be retained in whole or in part to cover damage to public property, excessive cleanup costs, refuse removal, restoration of park facilities, or other direct costs attributable to the event. Any unused deposit balance shall be refunded following event inspection by the City.

(f) City Support Services.

If a special event requires City personnel, equipment, setup assistance, traffic control devices, utility services, or other extraordinary municipal support beyond ordinary park access, the applicant shall reimburse the City for actual associated costs.

(g) Extended Duration Events.

Events exceeding eight (8) consecutive hours may be assessed an additional operational fee as determined by the City Administrator or designee based upon anticipated City resource impacts.

(h) Fee Payment.

All required fees and deposits shall be paid prior to issuance of the special event permit unless otherwise approved by the City Administrator.

Section 2. This ordinance shall be in full force and effect beginning June 1, 2026.

Dated this _____ day of _____, 2026.

Dorise Slinker, Mayor

Attest:

Darla Sapp, City Clerk

Certified as to correct form:

City Attorney

Public Works Report
Ashland Park Board Meeting
6/8/26

Maintenance

- Public works is in the process of sourcing material to replace the ball field backstop and will order once we receive some quotes.
- Public works has repaired the drinking fountain at the ballfield and is turned on.
- Public works drug the infield of the ballfield and will reapply weed killer once the ground dries up.
- Public works has replaced the solar light at the Veterans Memorial that had fallen off the flag pole.
- Public works has been working on cleaning and treating the park pond.
- Public works has started installing a camera system at the ballfield restrooms.
- Public works removed part of a tree that fell during the storm on 6-1-26.