

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 **DECEMBER 23, 2013 @ 7:00 PM** COUNCIL CHAMBERS ♦ 1175 E. MAIN STREET

CALL TO ORDER

APPROVAL OF MINUTES

Study Session—November 18, 2013

Regular Meeting—November 25, 2013

PUBLIC PARTICIPATION

- Open Forum

ADDITIONS or DELETIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- Verde Village Agreement Amendment Request
- Presentation of Comprehensive Annual Financial Report
- Signs, Plaques, Memorials Subcommittee Recommendations
- 2014 Meeting Schedule

SUBCOMMITTEE and STAFF REPORTS

ITEMS FROM COMMISSIONERS

UPCOMING MEETING DATE(S) and PROPOSED AGENDA ITEMS

- Study Session—January 13, 2014 (tentative)
 - Parks Office, 340 S. Pioneer Street—7:00 PM
- Regular Meeting—January 27, 2014
 - Council Chambers, 1175 E. Main Street—7:00 PM

ADJOURNMENT

City of Ashland
PARKS AND RECREATION COMMISSION
STUDY SESSION
MINUTES
November 18, 2013

ATTENDANCE

Present: Commissioners Landt, Lewis, Seffinger, Shaw; City Council Liaison Voisin; Director Robertson; Superintendents Dials and Dickens

Absent: Commissioner Gardiner

CALL TO ORDER

Seffinger called the meeting to order at 7:00 p.m. in the Parks office, 340 S. Pioneer Street.

JAPANESE GARDEN ENTRY DISCUSSION

Dickens introduced William Olsen, a woodworker who completed 3-D renderings of the Japanese Garden gateway to present to the commission. The design incorporated steel as well as wood from a monkey puzzle tree removed from Lithia Park.

Olsen said his 3-D graphic renderings provided a realistic view of a steel and wood option for the commission's consideration. He understood the commission wanted to utilize durable and low-maintenance materials; however, he regarded a design made entirely from steel or concrete as not in line with traditional Japanese gateways. He said monkey puzzle wood weathered well and by using flexible joinery and integrating steel, the gateway could last 100 years.

Discussion Among Commissioners

Lewis said he liked the proposed traditional construction techniques and the design aesthetics. He asked whether the design was compatible with the project's budget. He further inquired how long it would take to dry the wood for the gateway as the timbers were too large for a kiln. Olsen estimated construction could begin in six months' time.

Seffinger said she believed the design positively combined traditional aesthetics with longevity.

Landt commented on the extensive time already given to the project. He said the two-tone design could be controversial to the public. Olsen assured Landt that the steel could be powder-coated to attractively contrast with the wood.

Shaw voiced approval for incorporating wood from the monkey puzzle tree in Lithia Park and suggested mounting an interpretive plaque outlining traditional Japanese construction techniques used.

GARFIELD PARK UPGRADES: PROCESS DISCUSSION

Dickens said the commission previously reviewed three designs by landscape architect Greg Covey. The designs were intended to be used as feasibility study tools—not as a master plan—toward determining where to orient a new splash pad at Garfield Park.

It was stated that the commission approved by motion a Request for Proposal (RFP) and a Request for Qualifications (RFQ) at their October 28 regular meeting. Dickens explained that City of Ashland procurement rules outlined that a contract could be directly awarded for personnel services under \$35,000 but for any project over \$35,000, staff needed to prepare an RFP. Covey was directly awarded the Garfield Park design project for \$7,000, the amount allotted within the budget for that purpose. Covey's designs provided staff with the direction they needed to address the placement of the splash pad and to resolve potential conflicts related to sand mixing with the water play area.

Discussion Among Commissioners

Shaw clarified that the designs provided by Covey were meant to address the location of the new splash pad and not as a master plan. Dickens agreed that the designs were not meant to be labeled as a master plan.

Discussion Among Commissioners, cont'd.

Robertson said if the commission wanted to complete a master plan prior to fixing the splash pad, the budget would need to be adjusted. He asked the commission to allow staff to directly award the project, which would cost less than \$35,000, rather than preparing a time-consuming RFP.

Lewis said foot showers would alleviate the problem of sand entering into the splash pad. He did not think a master plan was necessary because the designs by Covey provided ample suggestions.

Landt originally wanted to relocate the Skate Park to Garfield Park but realized it would be better to keep it simple by separating the sand and the splash pad at this time.

Seffinger remarked on the commission's consensus for staff to separate the splash pad and volleyball courts at Garfield Park and not move forward with a master plan project at this time.

JOINT COMMISSION / COUNCIL PLANNING GROUP

Seffinger asked Robertson for a brief report on the status of the Memorandum of Understanding (MOU) he had been working on with City Administrator Dave Kanner.

Robertson said the City / Parks MOU, which would delineate responsibilities, was still in the draft phase. Once the draft was completed, council and the commission would be expected to provide feedback.

Seffinger outlined the MOU process for the commission: a draft would be presented to both study groups and then to each body for final approval. Further, another joint study session with council and the commission would be scheduled in the spring.

FINAL STAFF AND COMMISSIONER COMMENTS

Shaw asked Dials about the cost of assembling, removing and storing the new ice rink cover.

Robertson said the new ice rink cover was working out well. Staff recently received a complaint from a citizen who lived above the ice rink on Granite Street. Staff visited her home to discuss possible solutions but without success. The neighbor wanted nothing short of removal, claiming she had suffered damages of \$250,000. She planned to contact the City Attorney. Robertson reminded the commission that the ice rink cover was approved as a temporary structure and would be removed at the end of February, 2014.

ADJOURNMENT

By consensus, Seffinger adjourned the study session at 8:12 p.m.

ADJOURNMENT INTO EXECUTIVE SESSION

By consensus, Seffinger adjourned into executive session at 8:12 p.m.

Executive session: Real Property Acquisition: ORS 192.660 (2)(e)

ADJOURNMENT OUT OF EXECUTIVE SESSION

By consensus, Seffinger adjourned out of executive session at 8:23 p.m.

ADJOURNMENT OUT OF STUDY SESSION

By consensus, Seffinger adjourned the meeting at 8:23 p.m.

Respectfully submitted,



Amanda Glass
Ashland Parks and Recreation



Susan Dyssegard
Ashland Parks and Recreation

City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
November 25, 2013

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Seffinger, Shaw; City Council Liaison Voisin; Director Robertson; Superintendents Dials and Dickens

Absent: None

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 – October 21, 2013

Under "Public Input," in the section summarizing the comments of Ashland resident Matt Warshawski, Landt recalled how Warshawski asked for public input in early project stages. He said this was an important point to reflect in the minutes.

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

The vote was: All yes

Regular Meeting – October 28, 2013

Under "Public Arts Commission RFP for Calle Guanajuato Public Art," in the section in which Dana Bussell of the PAC spoke about the PAC budget for placing a new sculpture on the stairway, Gardiner said their budget was \$6,500, not \$65,000 as referenced in the minutes.

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

The vote was: All yes

Joint Meeting with Council – October 29, 2013

Under "Discussion and Recommendations" on the first page, Landt said the statement about council and the commission *directing* Mr. Robertson and Mr. Kanner to create an MOU based on the "Management: Planning; Organizing; Budgeting; Directing and Evaluating" document was not correct, as no motion was made and the two elected bodies could not provide direction without a motion.

Robertson said staff would check on that point and get back to the commission

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

The vote was: All yes

PUBLIC PARTICIPATION

None

ADDITIONS OR DELETIONS TO THE AGENDA

None

UNFINISHED BUSINESS

GARFIELD PARK RFP MOTION RESCINDMENT

At the October 28 regular meeting, Dickens said the commission approved an RFP for a Garfield Park master plan. City of Ashland procurement procedures for personnel services under \$35,000 allowed staff to award services directly as needed for basic design work on existing features in the City. The motion was approved based on the notion that Garfield Park required a complete master plan redesign. Staff was suggesting a different approach in the form of a direct award to a landscape architect and engineer for laying out the site and identifying best locations for a new splash pad in proximity to the sand volleyball court along with some landscaping upgrades. Dickens said new foot showers could be installed near the volleyball court and the splash pad to prevent sand from entering and damaging the recirculation system of the splash pad.

UNFINISHED BUSINESS

GARFIELD PARK RFP MOTION RESCINDMENT, cont'd.

Landt said the motion for an RFP was based on the need to provide a fair and open process for local landscape architects' involvement. If deemed appropriate, he suggested incorporating other modest changes into the project, not just the identified elements of a new splash pad in proximity to the sand volleyball court, foot showers, and landscaping upgrades. Robertson said staff could contact qualified firms in the Rogue Valley and request estimates.

MOTION: Shaw moved to rescind the motion from the October 28, 2013, regular meeting requiring an RFP for Garfield Park improvements. Lewis seconded the motion.

Vote: All yes

Robertson said a motion for a direct award was not required. Landt said the meeting minutes would reflect the decision-making process of the commission. Seffinger summarized that staff would move forward with contacting local qualified architects and engineers for Garfield Park improvements.

NEW BUSINESS

NATURE CENTER PRESENTATION

Dials said it was her pleasure to introduce Libby VanWyhe, the new Nature Center manager, who would share stories about the Nature Center and its programs.

Libby VanWyhe introduced herself and said she would speak about her favorite place, the North Mountain Park Nature Center. Her slideshow included topics related to:

- Interconnectivity: Quote from Terry Tempest Williams
- Transcending barriers: The spirit behind the work of blending recreation, education and stewardship
- Mission of the Nature Center
- Numbers of people served in all categories – from the 2012 annual report
- Stories of the Nature Center
 - Student Opportunities: crossing disciplines and generations
 - Volunteerism
 - Exploration
 - Community programs: Bridging recreation and education
 - School programs / Innovation / Building bridges
 - Connecting to your passion
 - Breakthroughs in stewardship: Interweaving learning and service
 - Teaching an ethic of stewardship
 - Relevant education through service
 - Meaningful service through education
 - Experiences beyond barriers
 - First-time exposure is scary / Pushing the limits
 - Wonder and curiosity / Getting into it / Breakthroughs of many kinds
 - Visitor experiences: Building personal connections to nature
 - Natural habitats nearby
 - Interpretation / Self-guided quests
 - Gardens: Welcoming visitors and volunteers
 - Private experience of connection
 - For wildlife.... For us
 - Increasing access to wildness: Because it's *wild*
- Conclusion
 - Transcending barriers: Quote from Richard Louv

NEW BUSINESS

NATURE CENTER PRESENTATION

Voisin asked if tours were free to schools and VanWyhe said many school program field trips were offered and teachers were charged between \$150-200 per full-day class but expenses could be off-set through service learning. Dials said partial scholarships were also available through the Ashland Parks Foundation. VanWyhe said APF grants, along with grants from Kiwanis and Lions clubs, allowed for class scholarships of up to 50%.

Gardiner asked about current Nature Center projects and VanWyhe outlined them: interpretive projects in the Discovery Lab; hooking up the Weather Station to a monitor in the Discovery Lab; water saving tips; gearing up for another season of school programs; and the convening of the teacher council. She said the Stewardship Coordinator was busy lining up community programs for the winter / spring recreation guide.

Seffinger said she attended the National Recreation and Parks Association annual conference and heard about similar programs as if they were new ideas, yet the Nature Center had offered them for years. She talked about the importance of such programs for the future of our environment.

When asked by Shaw if Nature Center staff worked cooperatively with ScienceWorks Hands-on Museum, Van Wyhe said the two organizations sat on a council together, along with other environmental organizations, to discuss current programs, ensure cross-pollination and eliminate competition. Shaw suggested a full-day program in which students spent a half-day at ScienceWorks and the other half-day at the Nature Center.

In terms of social media, Seffinger said the Nature Center was listed as a reason to visit Ashland. She thanked VanWyhe for her presentation and said she appreciated all of her work.

JAPANESE GARDEN DESIGN APPROVAL

Seffinger said a local donor provided funding for a Japanese Garden entrance gateway. Proposed materials would be sustainable and last for generations to come. Dickens said Ian Wessler of Wessler Design Associates created the initial design and William Olsen of William Olsen Designs presented a refined three-dimensional mock-up at the commission's November 18 study session. The entrance gateway would help identify the Japanese Garden and aid in the future teahouse design. Olsen's concept included upright steel columns and wood harvested from the former Lithia Park monkey puzzle tree. Olsen would use wood for the upper beams and the proposed bench attachment at the base. Dickens invited Olsen to speak to the commission.

William Olsen shared his thoughts for the Japanese Garden gateway, presenting a three-dimensional traditional wooden wedge joinery model and demonstrating how the parts fit together. Timbers from the monkey puzzle tree were substantial and the steel would help regulate them. Three big joints would be included in the structure, with wedge joinery locking the wooden pagoda top to the steel.

Seffinger commended Landt on leading the commission toward a sustainable design and materials. Robertson said the benches at the base would add stability. Lewis said the header member made of powder coated steel would carry the structural load. He expressed appreciation for the mixed use of materials and said it was a Japanese-like garden entryway and a good fit for Ashland, with the materials providing a long lifespan and rot resistance. Olsen said he visited the mill and looked at a face cut and the timbers were beautiful: amber with dark cocoa streaks and straight. Pure quarter sawn material would be possible from the timbers, the strongest and most stable option. He said there was enough timber for this project and others.

Discussion Among Commissioners

Landt reported asking a previous question for which he had not received a clear answer: How would the water feature be reconciled with the bench? Would it go under the bench? Robertson said the water feature would go beneath the sidewalk and out the other side near the benches. The sidewalk would need to be extended and the water feature "daylighted" beyond the bench rather than under the bench.

Landt said the commission had an original plan, then they considered metal for the sake of sustainability, then they looked at a plan using steel, then the current plan emerged. He asked how the current plan would fit with the donated budgeted amount of \$15,000. Robertson said the latest design would fit within the donated budget. Site prep might be needed and the sidewalk adjusted to daylight the creek four feet deeper than its current location. Landt said a water feature was under discussion, not the creek. Roberson corrected himself.

NEW BUSINESS

JAPANESE GARDEN DESIGN APPROVAL

Discussion Among Commissioners, cont'd.

Shaw asked where the posts would be in relation to the yew trees, which were currently set for removal. Dickens said they would be in the same general location but slightly closer in. Landt said an all-metal design or the latest design would be acceptable and reasonable. The monkey puzzle tree died in Lithia Park and could be incorporated into this project. The longevity of the structure would be somewhat diminished by the wooden portion, but weighing all factors, he could support the design if it did not exceed the budget provided by the donor.

MOTION: Landt moved to approve the design as presented, contingent upon its coming within the budget provided by the donor. Lewis seconded the motion.

Vote: All yes

Seffinger said she appreciated the way the commission worked together on the project. Landt said the fencing could be left to staff's discretion. Lewis said perhaps another donor would provide funding for the teahouse.

SUBCOMMITTEE and STAFF REPORTS

Signs, Plaques and Memorials Subcommittee Report

Dickens said the subcommittee met with staff on Friday, November 15. The last policy revisions were completed in 2008. Staff reviewed current inventories and said they received many ongoing requests for memorial picnic tables and benches in Lithia Park but did not recover all associated expenses. Staff researched other agencies and found they charged a great deal more for memorial items, including costs associated with shipping, installation and maintenance. In terms of current plaque requests, Dickens said the subcommittee discussed:

- **Japanese Garden:** Gateway donor requested a haiku for her plaque, with words exceeding the maximum allotment of six.
- **Enders Shelter and Atkinson Bridge:** Small, simple plaques to commemorate the recently restored structures, with words including the name of the structure, year built and year restored.

Dickens said while standard plaques were 1x4, the subcommittee discussed 3x4 plaques for the gateway, the Enders Shelter and the Atkinson Bridge. He said the group also discussed creating a sponsor-a-bench form for potential donors, with prices and policies clearly outlined, including a 10-year limit for memorials. For donation amounts above \$5,000, staff would be authorized to approve a 3x4 plaque with as many words included as space allowed, Times New Roman font, size 14. He said all proposed policy changes would require approval by the commission and the item would appear on the December regular meeting agenda.

Landt said the summary provided by Dickens were subcommittee recommendations, not their suggestions.

ITEMS FROM COMMISSIONERS

Commissioners spoke favorably about opening night at the ice rink on Saturday, November 23. They said it was a magical event and Dials did a wonderful job. Dials said recreation / promotions coordinators Lonny Flora and Dorinda Cottle were responsible for the successful opening night event attended by several hundred people. Shaw said the cover was impressive and would be helpful.

Shaw reported attending that evening's Thanksgiving meal at the Ashland Senior Center hosted by Ashland Fire and Rescue. He said it was well done and much appreciated.

UPCOMING MEETING DATES & PROPOSED AGENDA ITEMS

- Study session set for December 16 at 7:00 p.m., Parks office, 340 S. Pioneer Street
- Regular meeting set for December 23 at 7:00 p.m., Council Chambers, 1175 E. Main Street

ADJOURNMENT– By consensus, with no further business, Seffinger adjourned the meeting at 8:04 p.m.

Respectfully submitted,



Susan Dyssegard
Ashland Parks and Recreation

ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Stefani Seffinger
Vanston Shaw



Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Don Robertson, Director

DATE : December 18, 2013

SUBJECT : Verde Village Agreement Amendment Request

Action Requested

Review request for an amendment to the Verde Village agreement

Background

Valri Williams of Verde Village attended the December 16 study session to request an amendment to the City's agreement with the developers. At issue was a request from the developer to the City Council to allow pathway development based on a phasing of the total project. Further, the developer requested limiting the scope of the pathway-related landscaping.

The commission requested that staff review the landscape plan and prepare an estimate of the cost for maintaining the pathway landscaping as proposed.

Staff estimates that the pathway at Verde Village is 1,500 linear feet. At an average of 30 feet of dense landscaping, we would be maintaining close to 45,000 square feet of land, which is slightly more than an acre (43,560 square feet). Based on our estimating unit guide for personnel time and labor requirements, staff used \$1.50 per square feet for a total of \$30,000 per year. $1,500 \times 30 = 45,000.00 \div \$1.50 = \$30,000.00.$

ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
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Stefani Selfinger
Vanston Shaw



Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Don Robertson, Director

DATE : December 18, 2013

SUBJECT : Presentation of Component Unit Financial Report (CUFR)

Action Requested

Approve CUFR

Background

State law requires that all general-purpose governments publish a complete set of financial statements presented in conformity with generally accepted accounting principles. These statements are then audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

The CUFR of the Ashland Parks and Recreation Commission was distributed at the December 16 study session. Staff will forward any of your questions to the City Finance Department before your regular meeting on Monday, December 23.

ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

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Vanston Shaw



Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Don Robertson, Director

DATE : December 18, 2013

SUBJECT : Signs, Plaques and Memorials Subcommittee Recommendations

Action Requested

Approve policy amendments as proposed by the subcommittee.

Background

The Signs, Plaques and Memorials Subcommittee met on Friday, November 15, to discuss the current status of signs, plaques and memorials in Ashland parks. At that time, staff advised subcommittee members Landt and Lewis that the Parks Commission policy was last amended in 2008. Staff receives many ongoing requests for memorial benches and picnic tables in parks—mainly Lithia Park. The department currently pays for indirect costs associated with shipping, assembling, installing and maintaining memorial items. Those costs are not recovered by the fees currently charged. Staff polled other agencies in Oregon and learned that they charge much more than Ashland Parks and Recreation.

Current requests for plaques outside policy guidelines include:

- **Japanese Garden gateway** – donor requested a plaque reading:
“In this Zen garden / Eternal serenity / Shared by ancestors”
The number of words exceeds six (the policy limit) and will not fit on a standard 1x4 plaque
- **Enders Shelter and Atkinson Bridge** – proposed 3x4 plaques would show the names of the structures, the dates built and the years in which restorations occurred

Subcommittee / staff recommendations are as follows:

- Recover all costs associated with shipping, assembling, installing and maintaining memorial picnic tables and benches by raising prices: from \$300 to \$600 for standard benches and picnic tables and from \$1,200 to \$2,000 for metal-framed items
- Create a “Sponsor-a-bench form outlining rules and fees (attached)
- Implement a 10-year time limit on memorial items in parks
- For donations at or above \$5,000, authorize staff to mount a 3x4 plaque with as many words listed as space allows, Times New Roman font, size 14.

All proposed recommendations are listed on the last page of the policy, which is included in your packet.

Staff Presentation from November 25 Regular Meeting:

The last time the policy was amended was in 2008.

We discussed current memorials and inventory as well as the new data base.

We have had many requests for benches and picnic tables in Lithia

Parks currently is paying for indirect costs (shipping, assembling, installing and maintenance) and we do not recover these costs.

We discussed what other local agency charges and what their policy looks like.

Current Plaque requests – Japanese Garden Gateway, a Haiku with the wording “In this Zen Garden Eternal Serenity Shared with Ancestors”

Historic Restoration Plaques

The Enders Shelter and the Atkinson Bridge

Showing date it was built, date it was restored on a 3x4” plaque

Subcommittee suggestions:

Create a sponsor a bench form with prices clearly outlined and a ten year limit for memorials.

Donors are covering all associated memorial expenses.

Donation amounts above \$5000. Staff would be approved to authorize 3x4” plaques using Times New Roman font size 14 as many words as will fit on the plaque.

All proposed policy changes will require commission approval. This topic will appear on the December regular meeting agenda.



Sponsor-a-Bench or Picnic Table Program

Celebrate a special event or person by purchasing a bench or picnic table in an Ashland park.

Bench and Picnic Table Sponsorship Prices:

\$600 for a standard bench or picnic table / \$2,000 for a metal-framed bench

Prices include engraved metal plaque, shipping, assembly, installation and maintenance

Note: Due to the high volume of requests, there is a 10-year limit on memorial items in Ashland parks.

Applicant Information:

Name: _____

Street: _____ City: _____

State: _____ Zip: _____

Phone: (____) _____ Cell: (____) _____ Email: _____

I HAVE READ AND AGREED TO THE TERMS OF THE SIGNS, PLAQUES & MEMORIALS POLICY AS ESTABLISHED BY THE PARKS COMMISSION *See attached policy*

Signature: _____

Date: _____

Plaque Inscription (six words maximum – *see example below*)

In Loving Memory of

John Smith

Send the completed form along with your check made payable to:

Ashland Parks and Recreation

340 S. Pioneer Street, Ashland, OR 97520

PARKS POLICY FOR SIGNS, PLAQUES, AND MEMORIALS

Introduction:

Many individuals and groups have contributed resources and time to Ashland's parks. The Parks Commission appreciates and encourages such contributions and strongly urges those wishing to commemorate persons, groups, or events to consider making a contribution without requiring a physical memorial. A guiding principle is for the park itself to be the showpiece or center of activity, rather than a site containing memorials.

This statement of policy and guidelines is designed to:

1. Provide specific criteria for design and placement of memorials and signs.
2. Establish a clear and consistent process for application, review, approval, and implementation of all proposals.
3. Define ongoing maintenance responsibilities of the donor and of the Parks Department.

II. Policy:

It is the policy of the Ashland Parks and Recreation Commission to consider installing signs or memorials on the property managed by the commission under one or more of the following circumstances:

- A. When the feature will enhance the park and be in character with the purpose for which the park was created.
- B. When the person or group memorialized has contributed significantly to the mission of Ashland Parks and Recreation.
- C. When the memorial has a sense of timelessness; that is, it will be meaningful to both current and future generations of parks patrons.
- D. When a donation is made that constitutes the major portion of resources necessary to acquire a park site identified on the current Parks, Trails, and Open Space Plan.

Note: *Complying with some or all of the above policy elements does not automatically secure approval.*

III. Criteria and Rationale

- A.** Ashland's parks are established to provide playgrounds, areas for organized active recreation, trails, open space, aesthetic benefits, and environmental protection and enhancement. Signs and memorials will be in character with and not detract from the purpose of the park or facility.
- B.** There must be justification for the existence and location of all memorials.
- C.** The preferred location for a memorial is inside or immediately adjacent to a structure such as a building or parking area or entrance to a structure or trail. Development of a trail, renovation of a feature or structure, or restoration of a natural area may be acknowledged by a sign or plaque within its access or parking area or within or on an existing structure.
- D.** Memorials or signs placed outdoors should be part of a landscape design plan and carefully incorporated so as to be part of the fabric of the site, rather than a feature of the site.
- E.** Memorials to individuals may be incorporated into benches, artwork, walkways or other structures. A commemorative bench or table may be considered for a particular site if the park plan designates the need.
- F.** Interpretive signs or memorials related to community history or natural history may be placed in accordance with the park plan.
- G.** A conservative approach will be taken regarding requests for signs and memorials in Lithia Park in order to preserve its natural and historic character.

IV. Memorials that may be considered:

A. Historic Events

Events significant to the park's formation or development or in the development to the region of town in which the park is located.

B. Persons or Groups

Persons or groups who were influential in understanding, developing, or preserving the park or region of town. Persons must be deceased a minimum of one year before applications for memorial items will be accepted. Exceptions will be made for donations of items from current needs list.

C. Structures

Commemorating the roles of individuals, such as designers, government agencies, and others in the development and construction of new structures located in the park.

D. Endowment Fund

Donations can be made to the Ashland Parks Foundation's memorial endowment fund for signs, plaques, and memorials, or for the future maintenance of Lithia Park.

V. Monument Types:

- **Plaques:** Made of permanent materials such as bronze, other metals, or stone. May be mounted in walls, in paving, or on cast concrete. Plaques will be attached to the donated item. Standard plaques will be 1x4 inch aluminum with Times Roman text, font size 14. **Words will be limited to six, with no dates listed.**
- **Other Memorials:** These include all that are three dimensional, such as statuary, structures, benches, fountains, and other items not included above.

VI. Application Process

A. Parties involved:

1. Donor: Individual or group proposing a memorial or sign.
2. A memorial review subcommittee was formed to review proposals and make recommendations regarding memorials and signs. The subcommittee is comprised of a minimum of two members of the Ashland Parks and Recreation Commission and may include other appropriate persons.

Duties: Review proposals in accordance with standards described herein and make recommendations to the full commission.

3. Parks Commission approves or denies the request.

B. Process:

1. After reviewing this policy statement, the donor submits the preliminary proposal in writing to Ashland Parks and Recreation, 340 South Pioneer Street, Ashland, OR 97520. The proposal indicates who or what is being commemorated, the type of memorial desired, the preferred location, and justification for the request.

2. The subcommittee requests detailed drawings from the donor showing full-scale design, wording, typeface, materials, and location. The subcommittee forwards its recommendation to the Ashland Parks and Recreation Commission.

If the recommendation is favorable: The commission reviews the drawings and makes a final approval, with any conditions noted.

If approved: The subcommittee reviews the request and/or approves associated wording.

VII. Installation

Upon final approval of the memorial proposal, it becomes the donor's responsibility to coordinate and finance the fabrication, delivery, and installation of the plaque or memorial with Parks Department staff. Any changes must be approved by the commission prior to installation of the memorial.

The Park Superintendent inspects the memorial before and after installation to ensure that all the conditions of approval have been met.

VIII. Removal or Replacement

Ashland Parks and Recreation reserves the right to move, remove, or replace any sign or memorial within any property under its jurisdiction if the memorial does not comply with the above policy and guidelines, if it interferes with the development of a park for its intended purpose, or for any other reason it identifies.

If the memorial becomes damaged beyond repair, an attempt will be made to contact the donor to repair or replace the item, or it may be removed.

IX. Date of Effect of these Guidelines

The guidelines become effective upon adoption by the Ashland Parks and Recreation Commission.

2013 Proposed Policy Amendments:

- To recover all costs associated with plaques, shipping, assembly, installation and maintenance, raise prices: from \$300 to \$600 for standard benches or picnic tables and from \$1,200 to \$2,000 for metal-framed benches or picnic tables.
- Create a "Sponsor-a-bench" form outlining rules and fees
- Implement a 10-year time limit on memorial items in parks
- For donations at or above \$5,000, authorize staff to approve a 3x4 plaque with as many words listed as space allows, Times New Roman font, size 14.

ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Stefani Selfinger
Vanston Shaw



Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Don Robertson, Director

DATE : December 18, 2013

SUBJECT : 2014 Meeting Calendar

Action Requested

Provide staff direction

Background

Each December the commission sets meeting dates for the upcoming year. In 2014, study session dates in January and February fall on holidays and the May regular meeting date falls on Memorial Day.

Staff suggests moving January and February study sessions up by one week and moving both May meetings up by one week.

The attached calendar identifies proposed meeting dates. Circles indicate holidays, squares are study sessions, and triangles represent proposed regular meeting dates.

Staff requests commission direction about the draft 2014 meeting calendar.



Ashland Parks and Recreation Commission - Proposed Meeting Schedule (2014)

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

●: 1 ○: 7 ○: 15 ○: 24 ●: 30

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

○: 6 ○: 14 ○: 22

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

●: 1 ○: 8 ○: 16 ○: 23 ●: 30

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

○: 7 ○: 15 ○: 22 ●: 29

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

○: 6 ○: 14 ○: 21 ●: 28

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

○: 5 ○: 13 ○: 19 ●: 27

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

○: 5 ○: 12 ○: 18 ●: 26

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

○: 3 ○: 10 ○: 17 ●: 25

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

○: 2 ○: 8 ○: 15 ●: 24

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

○: 1 ○: 8 ○: 15 ●: 23 ○: 30

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

○: 6 ○: 14 ●: 22 ○: 29

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

○: 6 ○: 14 ●: 21 ○: 28

○ = holidays
 □ = study sessions
 △ = regular meetings

Jan 1	New Year's Day	May 11	Mothers' Day	Oct 31	Halloween
Jan 20	Martin Luther King Day	May 26	Memorial Day	Nov 11	Veterans Day
Feb 14	Valentine's Day	Jun 15	Fathers' Day	Nov 27	Thanksgiving Day
Feb 17	Presidents' Day	Jul 4	Independence Day	Dec 24	Christmas Eve
Apr 13	Thomas Jefferson's Birthday	Sep 1	Labor Day	Dec 25	Christmas Day
Apr 20	Easter Sunday	Oct 13	Columbus Day	Dec 31	New Year's Eve

Zimbra

dyssegs@ashland.or.us

[± Font Size -](#)

RE: Amendment to minutes

From : Barbara Christensen <christeb@ashland.or.us>

Tue, Nov 26, 2013 02:00 PM

Subject : RE: Amendment to minutes

To : susan dyssegard <susan.dyssegard@ashland.or.us>

Cc : 'Don Robertson' <robertsd@ashland.or.us>

Motion not necessary...council/commission can "give direction" to staff anytime. Feel free to share. Thanks!

Barbara Christensen
City Recorder/Treasurer
City of Ashland
Ashland OR 97520
(541) 488-5307

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From: Susan Dyssegard [mailto:dyssegs@ashland.or.us]

Sent: Tuesday, November 26, 2013 12:07 PM

To: Barbara Christensen

Cc: Don Robertson

Subject: Amendment to minutes

Hi Barb - at last night's regular APRC meeting, during "Approval of Minutes," Rick Landt said the joint meeting minutes reflected, on the first page under "Committee Recommendations," that "The Parks Commission and Council directed Mr. Robertson and Mr. Kanner to create an MOU based on the **Management; Planning; Organizing; Budgeting; Directing and Evaluating** document."

Rick said the two bodies couldn't be directed to do anything without a motion and no motion was made. Don told Rick we'd double-check on it and get back to him.

I'll make note of Rick's comment in the 11/25/13 meeting minutes. Let me know if you have any other thoughts about this amendment to the minutes.

Thank you!
Susan

--
Susan Dyssegard, Executive Secretary
City of Ashland, Parks and Recreation Department
340 S. Pioneer Street, Ashland, OR 97520
(541) 552-2256 or (541) 488-5340; TTY (800) 735-2900
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